



Participant File Section 1: Eligibility

Baseline Eligibility: *Participants must meet all three of these criteria*

- ☐ Proof of Age – *must be 16 to 24 years old at enrollment*

Documentation Provided and Copies to File (one needed):

- | | |
|--|---|
| ☐ Birth Certificate | ☐ Public Assistance/Social Service Records |
| ☐ Hospital Record of Birth | ☐ School Records |
| ☐ Federal, State or Local Government ID Card | ☐ Driver's License |
| ☐ DD-214/Report of Transfer or Discharge
(If Date of Birth is shown) | ☐ Passport |
| ☐ Baptismal Certificate (If Date of Birth is shown) | ☐ Other (Requires Prior Approval) |
| ☐ Social Security Administration NUM Printout | |

- ☐ Proof of Residency – *must live in Suburban Cook County or have program exception approved by The Partnership*

Documentation Provided and Copies to File (one needed):

- | | |
|--|--|
| ☐ Homeless Individuals: A Letter from DHS, Shelter, Temporary Residency or Applicant Statement (Letter from shelter or agency must be on letterhead and reference the applicant) | ☐ Utility Bill with Customer's Name & Address |
| ☐ Medicaid/Medicare Card | ☐ Lease |
| ☐ Printout or Card from Government Agency (ex: Voter Registration with Address) | ☐ Landlord Statement |
| ☐ Letter from Social Service Agency or School on Letter Head | ☐ Rent Receipt (Reflecting Address) |
| ☐ Applicant Statement | ☐ Driver's License |
| ☐ Selective Service Registration Card | ☐ State ID |
| ☐ Insurance Policy (Residence or Auto) | ☐ Public Assistance Record |
| ☐ Computer Printout from other Government Agencies | ☐ Food Stamp Award Letter |
| | ☐ Property Tax Records |
| | ☐ Paystub |
| | ☐ Housing Authority Verification Other (Requires Prior Approval) |

- ☐ Unemployment Self-Attestation – *Include form in file or have program exception approved by The Partnership*

Priority Population: *Participants must fit into at least one of these categories*

- ☐ Resident of Target Community – *See list of automatic eligibility communities and use residency documentation*
- ☐ Faces Barrier to Employment – *must identify barrier on self-attestation form*
- ☐ Faces Economic Hardship – *use and include Economic Eligibility Documentation Checklist (Attachment #13) and if needed Income Worksheet (Attachment #14)*

All documentation noted above must be included in this file section.



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Participant File Section 2: Application

- ☐ Career Connect Registration and Application complete
(Only signature page needed here, complete copy of app not needed)
- ☐ Career Connect Data Consent signed *(and affirmed in CC)*
- ☐ Payroll Documentation: W-4 Federal
- ☐ Payroll Documentation: W-4 State
- ☐ Payroll Documentation: Form I-9
- ☐ Code of Conduct
- ☐ Media Release
- ☐ Program (Parental) Consent Form
- ☐ Copy of Internship Assignment



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Participant File Section 3: Assessment and Training

☐ Assessments (optional)

☐ _____

☐ _____

☐ Basic Skills Test Results (optional)

☐ Foundational Skills Participation (required - sign-in sheet or copy of certificate)

☐ GED Preparation (optional – based on individualized participant needs)

☐ Industry Specific Training Participation (optional)

☐ _____

☐ _____



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Participant File Section 4: Career Exploration and Planning

- ☐ Internship Host Site Agreement
- ☐ Internship Job Description
- ☐ Internship Training Outline
- ☐ Host Site Visit report forms
- ☐ Participation in ongoing weekly training (industry specific field trip, employer panel discussion, or other career exploration)
(Required - sign-in sheets)
- ☐ Community Service (optional - sign-in sheet or certificate)



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Participant File Section 5: Employment

- ☐ Internship Participation (required - Host Site Time Sheets)
- ☐ Employment Referrals (optional)
- ☐ Unsubsidized Employment Verification (Attestation form, hiring letter, pay stub, monet report)
- ☐ Employment Support Services (Interview/Work Attire, transportation, etc.)
- ☐ Workshop Certificates and/or Other Documentation of Achievement (optional)
- ☐ Resume (required)
- ☐ Cover Letter (optional)



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Participant File Section 6: Retention/Follow-up/Exit

- ☐ Case Notes Entered into Career Connect (personal development, job leads, hiring events, etc. paper copy not needed)
- ☐ Affinity Group Workshops or Activities
- ☐ Re-employment Services
- ☐ Post Internship Support Services (document with form)
- ☐ Successful Connection to Next Step on Career Path:
 - Unsubsidized Employment (see section 5)
 - Workforce or Educational Program (include documentation here)
 - Post-Secondary Education (include documentation here)
 - Other: _____
- ☐ Other Documents:
 - _____
 - _____



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