☐ *Paper file*   ☐ *Electronic file*

SECTION I: ELIGIBILITY

WIOA Eligibility

☐ Completed WIOA Eligibility Checklist(s)

☐ Eligibility Supporting Documentation

☐ Proof of Selective Service (if applicable)

☐ DCEO Selective Service Form (if applicable)

☐ Selective Service Local Waiver (if applicable)

☐ Selective Service Status Letter (if applicable)

Other Eligibility Documentation

☐ Basic Skills Screening Tool (if using for eligibility purposes)

☐ Education Status at Enrollment (Youth only)

☐ Income Calculation Worksheet (if applicable)

☐ Self-Reported Income (if applicable for Dislocated or Youth)

SECTION II: WIOA APPLICATION & INTAKE

WIOA Application

☐ WIOA Application signed & dated by Participant and Career Coach

☐ Career Connect Consent Form signed by Participant

☐ Participant EO Grievance Procedure Form

☐ Release of Information Form(s)

☐ Media Release Form with yes or no response

☐ American Job Center Code of Conduct (if applicable)

☐ Any Other Agency Intake Forms

☐ Expectations and/or Agency Rules (if any)

SECTION III: ASSESSMENT(S) & INDIVIDUAL EMPLOYMENT PLAN (IEP)/INDIVIDUAL SERVICE STRATAGEY (ISS)

☐ Basic Skills Screening Tool (if not using for eligibility purposes)

☐ Objective Assessment Summary (OAS) (no signatures required)

☐ Career Exploration documents (if applicable)

☐ Individual Employment Plan (IEP) or Individual Service Strategy (ISS) signed and dated by Participant and Career Coach

☐ Goal change to IEP/ISS (updated signatures required)

☐ TABE or CASAS test (or other approved test) results with clearly written name and date

☐ Other Assessment Tests such as Prove It, etc.

☐ Job Readiness Training (JRT) documentation

☐ *Paper file*   ☐ *Electronic file*

SECTION IV: TRAINING DOCUMENTATION

Individual Training Account (ITA)	On-the-Job Training (OJT)
☐ 2 Exploration Forms	☐ OJT Pre-Award Survey
☐ ITA Application	☐ OJT Agreement (signed & dated)
☐ Financial Statement	☐ ISTEP (signed & dated)
☐ Approved ITA Voucher (signed)	☐ Payroll Forms
☐ Attendance Sheet(s)	☐ Site Visit Form(s)
☐ Measurable Skills Gain Documentation	☐ Measurable Skills Gain Documentation

Work Based Learning/Paid Work Experience (WBL/WEX)	Career Pathway Program

☐ Work Experience Site Agreement
• Included in agreement:
  1. Worksite mailing address
  2. Location of worksite
  3. Days & Hours
  4. Job Titles & Positions
  5. Supervisor's name & phone number
	☐ Curriculum/Lesson Plans

☐ Work Experience Training/Work Plan	☐ Occupational Mapping
☐ Expectations and/or Worksite Rules	☐ Attendance Sheet(s)
☐ Progress Reports	☐ Orientation or Handbook (signed & dated)
☐ Site Visit Form(s)	☐ Progress Report(s)
☐ Payroll Forms (Youth)	☐ Measurable Skills Gain Documentation
☐ Time Sheets/Attendance	

Adult Basic Education (ABE)
☐ Post-test with name & date

SECTION V: PLACEMENT & SUPPORTIVE SERVICES

Placement Documentation

☐ Hard copy of Resume marked initial or final

☐ Job Placement/Employment Verification

Supportive Service Documentation

☐ Supportive Service Forms

☐ Back-up documentation (including receipt or approval emails when needed from The Partnership)

SECTION VI: EXIT & FOLLOW UP

Exit Supporting Documentation

☐ Employment Verification

☐ College or Post-secondary Class Schedule (if applicable for Youth)

☐ Copy of Credential

☐ Other Documentation as applicable (Neutral Exits)

☐ Support Services and Documentation (Youth only)

☐ Transfer Form (if applicable)