

HIGH COUNTRY LA - YOUNGER YOUTH PARTICIPANT FILE CHECKLIST

Participant Name: _____ **Social Security Number:** _____

SECTION 1	SECTION 2
<p><u>Workforce Plus Forms:</u></p> <ul style="list-style-type: none"> _____ Client Profile after Exit _____ Signed and Dated Intake Form _____ 1st Activity Screen (Comprehensive Guidance and Counseling) _____ Employment Plan after Exit _____ Job Referral Form _____ Leave Program Form _____ Other Reason for Exit Documents _____ Outcomes Form _____ Exit WIA Form _____ Supplemental Data 1st Quarter after exit _____ Supplemental Data 3rd Quarter after exit 	<p><u>Eligibility Verification Items:</u></p> <ul style="list-style-type: none"> _____ Birth Certificate (date of birth and citizenship) _____ Social Security Number (signed card) _____ Proof of Residence _____ Selective Service Compliance _____ High School Diploma/GED <i>Low Income:</i> _____ Public Assistance (TANF, GA, RCA, or SSI) _____ Individual/Family Income (for 6-month period prior to application and does not exceed federal Poverty Level Income Guidelines) _____ Number in Family _____ Food Stamps _____ Foster Child (not a family member = family of one for income eligibility) _____ Disability (not a family member = family of one for income eligibility) <i>Barrier Category Documentation:</i> (must be in one or more of the following categories) _____ Deficient in Basic Literacy Skills (below 8.9 grade level - Score/Results Used) _____ School Drop Out _____ Homeless, Runaway, or Foster Child _____ Pregnant or Parenting Youth _____ Offender _____ Requires Additional Assistance
SECTION 3	SECTION 4
<p><u>Orientation/Assessment Documents:</u></p> <ul style="list-style-type: none"> _____ Get REAL Application _____ Orientation/Participant Rights Form _____ Consent For Release of Information Form _____ Liability Waiver/Photo Release _____ Youth Responsibilities Form _____ Referral Form (if applicable) _____ Basic Skills Assessment (if below 8.9 grade level) _____ My Personal Strengths, Skills & Interests Assessment _____ Other Assessments 	<p><u>Training and Career Goals:</u></p> <ul style="list-style-type: none"> _____ My Personal Goal and Service Plan _____ Youth Program Goal Setting and Outcomes _____ Youth Goal LA Approved Documentation _____ Other Toolkit forms
SECTION 5	SECTION 6
<p><u>Participant Records:</u></p> <ul style="list-style-type: none"> _____ Case Notes/Activity Notes/ Exit Follow-up Notes 	<p><u>Participant Expenditures:</u></p> <ul style="list-style-type: none"> _____ Mileage Reimbursement Forms _____ Day Care Attendance/Reimbursement Forms _____ Training Expenses _____ Incentives _____ Unusual Expenses Approval Form _____ Other Expenses
SECTION 7	SECTION 8
<p><u>Work Experience:</u> (To be filed in order by each Work Experience)</p> <ul style="list-style-type: none"> _____ Timesheets/Check Recipient Verification _____ Worker Evaluations _____ Job Description _____ Work Experience Contract _____ Worksite Agreement _____ Tax Forms (I9, W4, NC4) 	<p><u>Participant Correspondence:</u></p> <ul style="list-style-type: none"> _____ Attendance Records _____ Financial Aid Documentation _____ Training Schedules _____ Transcripts _____ Credentials Received _____ Verification of Employment at Exit _____ Post WIA Placement/Retention Verification _____ Miscellaneous Information