



SECTION I

ELIGIBILITY

- WIOA Eligibility Checklist & Supporting Documentation
- Proof of Educational Status (Youth Only)
- Income Calculation Worksheet (If Applicable)



SECTION II

WIOA APPLICATION
with signed IWDS Signature Page



SECTION III

ASSESSMENT DATA

- Signed and dated Illinois workNet Career Plan.
 - This is the Individual Service Strategy (ISS).
 - The assessment summary is available in the Illinois workNet Career Plan.
 - Note: Customers are required to sign the initial plan and when goal change. For example, they now determine the customer needs training. No signature is required for updates.
- Academic Tests (TABE or Other approved test in IWDS).
 - The initial assessment must be within 1 year of certifying the IWDS application.
 - Additional assessment results should be included in this section if applicable.



SECTION IV

SUPPORTING DOCUMENTATION

- Enrolled Services
- Initial Job Placement/Employment Verifications
 - For example: A pay stub could be verification for work experience



SECTION V

EXIT & FOLLOW-UP

- Printout IWDS Exit Summary Page
- Exit Supporting Documentation (i.e. Employment Verification, College Class Schedule, Copy of Credential, etc.)



SECTION VI

MISCELLANEOUS

- Release of Information Form
- Supportive Service Receipts
- Other Eligibility Documents Not Used to Support Participant's Eligibility