SECTION I

ELIGIBILITY

☐ Program Eligibility

    ☐ Program Eligibility Checklist

    ☐ Proof of Age and SSN

☐ Other Eligibility Documentation

    ☐ Education Status at enrollment
       (Youth only)

    ☐ Priority of Service Checklist
       (Adult/Veterans)

    ☐ Income Calculation Worksheet
       (If applicable)

SECTION II

PROGRAM APPLICATION & INTAKE

☐   User Consent Form

☐   Signed and dated Program Application-Eligibility Summary (Print out)

☐   Any other agency intake forms

☐   Expectations and/or agency rules (if any)

☐   Release of Information Form(s) for Employment and Education

☐   Emergency Contact Forms

☐   Participant EO Grievance Procedure Form

SECTION III
ASSESSMENT

☐ Pre-Test results (Locater and Test)
(TABE, CASAS, etc.)

☐ Other tests or pre-screening tools
(Work exploration, interest, Prove It, etc.)

☐ Any documents/worksheets from Job Readiness classes
(Pre-enrollment for Adult/Dislocated)

SECTION IV

CAREER PLAN & PROGRESS

☐ IEP, ISS, Career Plan print out (signed and dated)

☐ Training Progress Reports
(ITA, OJT, Customized Training, Work Experience Learning, Adult Basic Education)

- ☐ **ITA**
  - ▪ Training Provider Exploration Form(s)
  - ▪ Letter of Acceptance
    - (Including training start/end date and alternative start and end date)
  - ▪ Copy of Approved ITA
  - ▪ Copy of Financial Statement
    - (Including financial aid information and other subsidies if applicable)
  - ▪ ITA Training Attendance Sheets
  - ▪ Copy of Industry Recognized Credential (if attained)
- ☐ **OJT/Customized Training**
  - ▪ I-STEP for OJT
  - ▪ Customized/Incumbent Work Training: Curriculum Description
  - ▪ Customized/Incumbent Work Training: Attendance Sheet
  - ▪ Customized/Incumbent Work Training: Certificate of Completion
- ☐ **Work Experience Learning**
  - ▪ Progress Report
  - ▪ Expectations and/or Worksite Rules
  - ▪ Payroll forms (youth)
- ☐ **ABE**
  - ▪ Post-test

☐ Measurable Skills Gain (MSG) Documentation

☐ Supportive Service Back-up

SECTION V
EMPLOYMENT

Resume
☐ (Final hard copy)

Pre-exit Employment (if any)
☐ (Any employment during program not for exit)

☐ Job Placement/Employment Verification

SECTION VI

EXIT &FOLLOW-UP

☐ Case Closure print out

☐ Exit Supporting Documentation
    ☐ Employment
        ☐ Employment Verification
        ☐ Other applicable proof
    ☐ Post-Secondary
        ☐ College Class Schedule
        ☐ Other applicable proof

☐ Follow-up Supporting Documentation
    ☐ Employment
        ☐ Employment Verification
        ☐ Other applicable proof
    ☐ Post-Secondary
        ☐ College Class Schedule
        ☐ Other applicable proof