**NEG Flood Grant Checklist – Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Application
	+ Signed by applicant
	+ Signed by Career Specialist
* Authorized to Work
* Confidentiality Waiver
* EO Form
* Photo Release
* Selective Service
* Eligibility Self-Attestation form Documenting Category of Eligibility
	+ Veteran (DD214)
	+ Cat 1 Result of Flood
	+ Cat 2 Dislocated Worker (WIA)
	+ Cat 3 Long Term Unemployed
* Notification of Worksite Form
	+ Signed by Participant
	+ Worksite Listed
	+ Position Listed
	+ Start Date \_\_\_\_\_\_\_\_\_\_\_

**PRE-EMPLOYMENT SERVICES**

* Print Screen of four questions
* Personal Information Form
	+ Physical Completed
		- Yes
		- No
		- N/A
	+ Tetanus Shot
		- Yes
		- No
		- Proof of Shot within previous 12 mos
		- N/A
	+ Background Check Completed
		- Yes
		- No
		- N/A
	+ Drug Test Completed
		- Yes
		- No
		- N/A
* NEG Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Work Clothing and Safety Gear Issues \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* First Day Worked/Enroll in Work Experience \_\_\_\_\_\_\_\_\_\_\_\_
* Case Management Core Service (Date will be prior to First Day of Work) \_\_\_\_\_\_\_\_\_\_\_\_\_
* Supportive Services Intensive (Date will be prior to First Day of Work) \_\_\_\_\_\_\_\_\_\_\_\_\_