



CEJA/FEJA Program Participant File Checklist

Intent: A **participant file system** can help grantees locate information quickly during service delivery and monitoring visits. Use the **Participant File Checklist** to ensure all files are in the same order and contain consistent content.

Documents may be kept in hard copy or digital form. However, grantees should be consistent in their record-keeping approach and follow the guidance in [2 CFR 200.334](#) for record storage. Grantees who elect to keep records digitally are encouraged to use the File Uploads feature in the Reporting System to maintain the Participant File. Please indicate where the documents are kept in the “*Document Source/comments*” column.

Instructions: This form should be used to track documentation for the lifecycle phases of participants in **CEJA/FEJA training programs**. At each stage, different documents must be created, collected, and maintained.

During the **Application** and **Intake** phase, grantees should collect documents from the applicant to demonstrate their eligibility to participate in the program, their commitment to participate in the program, their authorization to work in the United States, as well as any relevant academic records that will impact their enrollment.

When grantees begin providing **Barrier Reduction Fund** services, they should collect required documentation to track those costs, consistent with the organization’s Barrier Reduction Fund Policy and Procurement Policy.

As part of documenting **Training Program completion**, grantees should issue completion certificates and track the awarding of industry credentials to participants.

And finally, during the **Transition** phase, grantees should collect documentation to show where the participant was placed after receiving CEJA/FEJA training. Documenting a job transition outcome will require the collection of information from the employee or employer about wages, hours, and benefits.

Every phase of the CEJA/FEJA participant lifecycle must be documented, but the documentation required for each participant will be different based on their unique eligibility status, choice of training program, past record of education and job history, as well as where they are placed upon transition out of CEJA/FEJA training.



Participant Name			
Application Date		Enrollment Date	
Required Document	Documentation Received (yes/no/NA)	Date received	Document Source/comments
Enrollment decision letter & commitment agreement			
Eligibility Documentation (All elements that apply, e.g., age, residency, EIEC status, or other legislatively designated prioritized barrier, work authorization, etc.)			
Record of academic pre-assessment			
Record of "test-out" assessment or credential			
Proof of GED/HiSET or Diploma (Climate Works)			
Documentation of barrier reduction services			
Certification and credential documents (i.e., OSHA, First Aid/CPR, industry-recognized, etc.)			
Certificate of Completion/Participation (if applicable)			
Transition Documentation of placement into a job, RAP, or advanced (or other) training program			
Other			