**JTED Document Upload Request:**

* Signed Participant Application (must be uploaded in workNet)
* Documents used to determine eligibility
* Needs Assessment
* Barrier Reduction Policy (if applicable)
* Participant Career Plan
* Attendance Records – Enrolled Training
* Credentials Earned
* Supportive Services
* Reporting Requirements (if any per the grant agreement)
* Copy of Case Notes (if another case management system is used as the primary recording system in lieu of Illinois workNet )

**Work Experience upload requests:**

* Worksite Agreement with signature page and any modifications
* Work Experience contract and any modifications to the original contract
* Training Outline or documentation which verifies the participant was informed of hourly rate of pay, number of hours to be worked per week, and verification the participant has received a copy of the job description
* Verification that grantee monitors the worksite(s) for compliance. We will need copies of monitoring documents for Work Experience worksites
* Documentation that Grantee is tracking enrollments, hours worked, and funds expended
* All documentation to support the payment of work experience wages (i.e. payroll forms, timesheets, other documentation required by the grantee's written policy)
* Documentation that the supervisor at the worksite received an orientation about WIOA/Work Experience program
* Attendance records
* Printout/documentation of supportive service payments to match to attendance records

**OJT upload requests:**

* + - * Pre-Award Survey
      * OJT Contract with signature page(s). Please include any modifications to the original contract
* Training outline (if separate from contract) which identifies goals/tools or other supplies needed and name of trainer
* Check stubs to confirm rate of pay throughout training
* Copies of Employment Reimbursements (Monthly documentation to verify employer received reimbursement at the allowable rate)
* Job description from employer
* Monthly documentation of total number of hours worked/tracking of hours/balance left
* Monthly timesheet printouts from employer (if available) to verify number of hours worked
* Modification(s) to contract (if applicable)
* ITA Payment history printout in accordance with ITA policy/timeframe, just for customers in final sample selection
* Maps showing mileage traveled/Additional maps to reflect other locations (if applicable)
* Attendance records
* Written Verification that OJT worksite is being monitored
* Printout/documentation of supportive service payments to match to attendance records