**File Review**

* Youth, Adult, and/or DW File Review Worksheet

**Locally Required Documentation**

* EEO Form-signed (copy give to client)
* Grievance Procedures- Signed (copy give to client)
* Administrative Forms-
	+ Success Story Release
	+ Release of Information
	+ Local Forms

**Assessments and Information Needed in ALL Files**

* TABE TEST with scores calculated and written on sheet, entered in IWDS, and dates matching in IWDS
* Career Scope
* Resume
* Labor Market Information (LMI) for old occupation and new occupation with DOTL to support
* FAFSA application
* Financial Award Analysis and documentation on availability of other funds (ex: Pell Grants, etc)
* Curriculum Information (course listings for training program)
* Training Progress (grades, records, transcripts, supervisor evaluations)
* IBIS report

**Supportive Services**

* Supportive Services Determination Form Completed and signed by client and case manager
	+ Must show other resources attempted/used/eliminated for supportive services (ex: Project Child)
	+ For other supportive services: Must show documentation of need and quotes for supportive service

**Child Care**

* Participants must submit a copy of their childcare provider's fee schedule which will be maintained in the participant's file. Participant's inability to obtain Child Care Resources will be documented with case notes and maintained in the participant's file.
* Requests for payment will include attendance sheet(s) with appropriate signatures. Requests not received in a timely manner may be subject to non-payment.

**Transportation**

* Requests for payment will include attendance sheets with appropriate signatures. Documentation will be maintained in the participant's programmatic and/or fiscal file.
* To receive mileage reimbursement, participants must provide documentation showing; proof of vehicle insurance, valid driver's license, and vehicle registration. If the vehicle is owned by someone other than the participant, evidence of permission to use the vehicle must be provided.
* Google Maps of travel (do not ROUND mileage)

**Documentation for ANY Purchases**

* Proper justification for any purchase must be documented in the case notes of the participant, showing support for that participant’s Individual Employment Plan (IEP) or Individual Service Strategy (ISS). Case notes will also include statements supporting attempts to obtain funding to meet participants' need(s) through other sources.
* Receipts of purchase

***\*\*EXTRA NOTES FOR YOUTH (If you cannot find the correct check box on that state/WIOA YOUTH ELIGIBILITY FILE REVIEW sheet please use the local policy for eligibility, select only what you have documentation for, and provide that documentation)***

 The Southern 14 Workforce Investment Board, for the purposes of Youth eligibility, will define **'*An individual who requires additional assistance to complete an educational program, or to secure and hold employment'*** as a youth **(youth in school)** with:

* Minimal / Poor or No Work History
* Minimal / poor work history will be defined as: *'A non-seasonal job that lasted less than 3 months, or was fired from or quit more than two jobs'*.
* Truancy or excessive absence from school as documented by the school.
* Member of a single-parent household
* Public assistance recipients
* Court-involved youth or at-risk youth
* Test scores below completed grade level
* Disabled individual aged 14-24 years old
* Have repeated at least one secondary grade level or are one year over age for their grade
* Have a core grade point average of less than 1.5
* Are emancipated youth
* Have been suspended 3 or more times or have been expelled
* Are deemed at risk of dropping out of school by a school official
* Have been referred to or are being treated by an agency for a substance abuse related problem
* Have experienced recent traumatic events are victims of abuse or reside in an abusive environment as documented by a school official or other qualified professional
* Have parent(s) who are or have been incarcerated or institutionalized.

The Southern 14 Workforce Investment Board, for the purposes of Youth eligibility, will define ***'faces serious barriers to employment'*** as a youth **(out of school youth)** with:

* Minimal / Poor or No Work History
	+ Minimal / poor work history will be defined as: *'A non-seasonal job that lasted less than 3 months, or was fired from or quit more than two jobs'*.
* Truancy or excessive absence from school as documented by the school.
* Member of a single-parent household
* Public assistance recipients
* Court-involved youth or at-risk youth
* Disabled individual aged 14-24 years old
* Test scores below completed grade level
* Have repeated at least one secondary grade level or are one year over age for their grade
* Have a core grade point average of less than 1.5
* Are emancipated youth
* Have been suspended 3 or more times or have been expelled
* Are deemed at risk of dropping out of school by a school official
* Have been referred to or are being treated by an agency for a substance abuse related problem
* Have experienced recent traumatic events are victims of abuse or reside in an abusive environment as documented by a school official or other qualified professional
* Have parent(s) who are or have been incarcerated or institutionalized.

**Work Experience**

* A review of the worksite agreement finds that the agreement contained documentation of required provisions of the work experience.
* A review of the worksite agreement finds that the agreement was properly executed.
	+ The agreement: a. Was signed and date by the LWIA; b. was signed and dated by the worksite representative; c. Had a specific beginning date and end date; d. Contained all required provisions and assurances as outlined in DCEO policy; e. If any changes were made to the agreement, there is documentation that both parties have signed the addendum or initialed individual changes to the agreement.
* There is evidence that the Grantee is tracking work experience enrollments, hours worked, and funds expended.
* The work experience includes both academic and occupational education components.
* There is sufficient documentation to support the payment of work experience wages (i.e. payroll forms, timesheets, other documentation required by the local area's written policy.)
* The rate paid to participants for work experience wages was no less than the individual's minimum wage as required by federal and state minimum wage laws.
* All participants reviewed had a work experience service recorded in IWDS.
* There is documentation that the supervisor at the worksite received an orientation about the Workforce Innovation and Opportunity Act Program/Work Experience Program.
* An objective assessment, individual employability plan or an individual service strategy indicating a need for work experience;
* Justification for payment of wages, stipends, allowances, and/or incentives, and description of payment method and amount, if applicable;
* Time sheets, attendance sheets and performance records, as appropriate.
* Registrant and employer questionnaire providing formal feedback at completion of work experience;
* When placing minor youth, a sex offender search must be run on the worksite supervisor at https://www.nsopw .gov. If the employer has a background check on file for the worksite supervisor, a sex offender search does not need to be complete. Evidence must be included in the participant's case file
* Evidence of formal worksite visits.
	+ Career Planner (once a month for the duration of the WEX)
	+ Service Provider (once during WEX)
	+ LWIB (once during WEX)

**Follow Up**

* Employment Verification
	+ Letter from employer or could use IBIS report

**Exit**

* IWDS Exit Screen Printout
	+ EXCLUSIONS INCLUDE (documentation needed)
		- Institutionalized
		- Health/Medical
		- Deceased
		- Reserve Forces called to Active Duty
		- Relocation to a mandated program (youth only)
		- Invalid or Missing SSN