

Section One

VAWC PRINT-OUTS

INTAKE/DOCUMENTATION TO SUPPORT ELIGIBILITY

Check all appropriate areas in each file section and ensure that all applicable forms and documentation are filed in the appropriate section

- VaWC Print-outs (ONE copy of most up-to-date only if required by local policy)
- Signed WIA Application (VaWC or local area developed paper application)
- State Eligibility Checklist OR Local Area Checklist that reflects all items on State Eligibility Checklist

General Eligibility

- Age verification documentation
- Citizenship verification documentation
- Selective Service verification documentation *(if applicable)*

Specific Eligibility

Adult and Youth Eligibility

- Income Determination Form/Family Size *(if applicable)*
- Income verification documentation *(if applicable)*
- Public Assistance verification documentation *(if applicable)*

Youth Eligibility

- Youth Barrier Documentation
- School Status Verification Form and Docs *(in-school, drop-out, completed/GED)*
- Disability verification docs *(if applicable)*

Dislocated Worker Eligibility

- Dislocated Worker proof of separation
- UI Benefit determination/payments
- Unlikely to Return Analysis/Statement accompanied with LMI print outs for job/industry *(if applicable)*
- Dislocated – Self-Employment verification *(if applicable)*
- Displaced – Homemaker verification *(if applicable)*

Additional Required Documentation

- EEO form – signed *(copy given to client)*
- Grievance Procedures – signed *(copy given to client)*
- Other local area required administrative forms

***Counts as Youth Program ten elements*

Section Two
VAWC CASE NOTES
ASSESSMENT(S)
INDIVIDUAL EMPLOYMENT PLANS/INDIVIDUAL SERVICE STRATEGIES
STAFF ASSISTED CORE SERVICES
INTAKE/DOCUMENTATION TO SUPPORT ELIGIBILITY
(Please file documentation in order from top to bottom)

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VaWC Case Notes

- Updated Case Notes *(most recent note on top to oldest not on the bottom)*

Individual Employment Plans/Individual Service Strategies

- IEP/ISS completed, signed by both client and case manager
- IEP/ISS reviews and updates completed, signed by both client and case manager

Assessments

- Basic Skill Levels in Reading and Math *(if applicable) (e.g. TABE tests, Work Keys, etc.)*
- Career/Vocational Assessment *(if applicable) (e.g. Career Choice, CareerScope, COPS, CAPS, etc.)*
- Self-directed assessment from other sources such as from the Internet *(if applicable)*
- School Records *(if applicable) (e.g. IEPs, standardized testing, etc.)*
- Written assessment of participant *(if local area requires a written assessment)*

Staff-assisted Core Services

- Documentation of WIA staff-assisted core services *(only if required by local policy) (Must ensure that these are not a duplication of core services provided by Wagner-Peyser)*

***Counts as Youth Program ten elements*

Section Three
DEGREE, DIPLOMA, CERTIFICATE, OR CREDENTIAL
RESUME
REFERRALS
CORRESPONDENCE

(Please file documentation in order from top to bottom)

*Check all appropriate areas in each file section and ensure that
all applicable forms and documentation are filed in the appropriate section*

Attainment of Degree, Diploma, Certificate or Credential

- Copy of Degree or Diploma
- Copy of Occupational Skills Certificate
- Copy of Academic Records/Transcripts showing conferral of a degree, diploma, or certificate
- Copy of Occupational Skills License
- Copy of CRC

Resume

- Copy of participant's resume

Referrals

- Referral form(s)/referrals
- Individual counseling *(if applicable)*
- Comprehensive guidance and counseling** *(if applicable)*
- Career guidance and counseling *(if applicable)*

Correspondence

- Miscellaneous correspondence (letters or emails to and from clients, general activity flyers, etc.)

***Counts as Youth Program ten elements*

Section Four

TRAINING

(Please file documentation in order from top to bottom. Separate employment and training sections with blank/colored piece of paper)

Check all appropriate areas in each file section and ensure that all applicable forms and documentation are filed in the appropriate section

Training

- On-the-Job Training (OJT)
- Occupational Skills Training**
- Work Experience (paid/unpaid)**
- Summer Work Experience** (*youth only*)
- Adult Education/Basic Skills**
- Tutoring/Study Skills** (*youth only*)
- Work Readiness (*youth only*)
- Leadership Development** - description, progress, attendance, completion (*youth only*)
- Adult Mentoring** - description, progress, attendance, completion (*youth only*)
- Alternative School Services** - description, progress, attendance, completion (*youth only*)

Documentation for Training

- Customer Choice in training form
- Training Progress (grades, records, transcripts)
- ITA's/Training Authorizations
- School or training provider invoices, etc. applicable for training services
- FAFSA application
- Financial Award Analysis and documentation on availability of other funds (e.g. Pell Grants, etc.)
- Curriculum Information (required course listings for training program)
- Labor Market Information (show training is high demand/high growth occupation)

Documentation for Employment

- Vouchers, Invoices, Etc. for OJT/Work Exp. related expenses
- Timesheets signed by participant and supervisor
- Performance Evaluations signed by participant and supervisor
- OJT/Work Exp. contract signed by appropriate parties
- OJT/Work Exp. Job Description

***Counts as Youth Program ten elements*

Section Five

INCENTIVES

SUPPORTIVE SERVICES**

(Please file documentation in order from top to bottom. Separate incentives and supportive service sections with blank/colored piece of paper)

Check all appropriate areas in each file section and ensure that all applicable forms and documentation are filed in the appropriate section

Incentives

- Incentives provided (*youth only*)

Documentation for Incentives

- Supporting Documentation of incentives provided and explanation of need (*see local policy for accepted documentation sources, ex. Grades, Diploma, assessment scores showing increase in basic skills, etc.*)
- Copy of local area or provider policy on Incentives

Supportive Services – Check the appropriate category and provide supporting documentation

- Transportation
- Family Care
- Medical
- Temporary Shelter
- Needs based payments (*Adult and DW only*)
- Other

Documentation

- Expenditures tracker (*if used by local area-see local policy. Depicts training, work experience, and supportive service dollars – cap amounts, use/unused funds*)
- Supporting Documentation of services (*see local policy for accepted documentation sources. Ex. MapQuest and attendance records for mileage reimbursement, invoices/receipts for clothing/tools etc.*)
- Supportive Services Determination Form completed and signed by client and case manager (*must show other resources attempted/used/eliminated for supportive services*)

***Counts as Youth Program ten elements*

Section Six
FOLLOW-UP
EMPLOYMENT VERIFICATION
CLOSURE/EXIT REASON
MISCELLANEOUS DOCUMENTS

(Please file documentation in order from top to bottom.)

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Follow-Up**

- Follow-up contract log/information collected (employment, credential, etc.)
- Follow-up Activities/Services** provided (*youth only*)
- Documentation to support Follow-Up activities/services** (*youth only*)

Employment Verification

- Employment verification form signed by employer, letter from employer
- Copy of Work Number or other online employment verification documentation

Closure/Exit Reason

- VaWC Outcome Screens, Exit Screens, etc. (*if required by local area*)

Exclusions: (if applicable)

(provide supporting documentation and detailed case notes thoroughly describing reason for using the exclusion)

- Institutionalized
- Health/medical
- Deceased
- Reserve Forces called to active duty
- Relocation to a mandated program (*youth only*)
- Invalid or missing SSN
- Supporting Documentation regarding Exit/Exclusion reason

Miscellaneous Documents

- Any other documentation that does not fall under other categories

***Counts as Youth Program ten elements*