

**WIOA Title 1, Youth Program
Participant File Checklist**

Name: _____ Registration Date: _____

Phone Number: _____ Exit Date: _____

All applicable items below are required to be in the participant file, scanned into ICM or identified in the Individual Service Strategy.

Registration/Assessment Information		Financial Documents			
	FILE	ICM		FILE	ICM
Program Application (signed) - EEOC provided - Grievance brochure provided	<input type="checkbox"/>	<input type="checkbox"/>	Financial Assessment (if not low income and support services will be paid)	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility/DV/Exit Checklist	<input type="checkbox"/>	<input type="checkbox"/>	Co-funding agreement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Individual Service Strategy w/signatures	<input type="checkbox"/>	<input type="checkbox"/>	Grant/scholarship applications	<input type="checkbox"/>	<input type="checkbox"/>
Assessment information	<input type="checkbox"/>	<input type="checkbox"/>	W-9 Form	<input type="checkbox"/>	<input type="checkbox"/>
Career Pathway Information	<input type="checkbox"/>	<input type="checkbox"/>	W-4 Form	<input type="checkbox"/>	<input type="checkbox"/>
			Invoices	<input type="checkbox"/>	<input type="checkbox"/>
			Worksite Agreement	<input type="checkbox"/>	<input type="checkbox"/>
			Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
Training Related Documents			Misc/Correspondence		
	FILE	ICM		FILE	ICM
Copy of Credential	<input type="checkbox"/>	<input type="checkbox"/>	File Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Schedule/Reports/Grades	<input type="checkbox"/>	<input type="checkbox"/>	Correspondence	<input type="checkbox"/>	<input type="checkbox"/>
Training related correspondence	<input type="checkbox"/>	<input type="checkbox"/>	Case notes	<input type="checkbox"/>	<input type="checkbox"/>
Training Plan/School Research	<input type="checkbox"/>	<input type="checkbox"/>	Resume	<input type="checkbox"/>	<input type="checkbox"/>
			_____	<input type="checkbox"/>	<input type="checkbox"/>
Notes:					