ATTACHMENT D-1

WIA Title 1-B Records/Files Checklist

Adult and Dislocated Worker

Location:_____

#	Name & SSN	Case Management Notes	Training/Update Information	Individual Employment Plan	Test Score - Math	Test Score - Reading	Personnel Policies	Rights and Benefits	Hatch Act	Grievance/Discrimination	Proof of Age	Citizenship	Selective Service (Jan. 1, 1960 or after)	Follow-up	Certification Sheet	One Stop Registration Date	ITA Voucher	Economic Eligibility	Family Size	I-9	Supportive Services	Job Description	WIA Enrollment Date	Adequate Documentation for Adult	Adequate Documentation for DLW	Receiving Partner Services	Barriers	Credentials/Certification List	WIA Exit List	Last Service Date Is > 90 Days	Date of Last Service	Other
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Date:___ _____ Monitor:_____ _____

ATTACHMENT D-2

WIA Title 1-B Records/Files Checklist
Youth

Location:_____

#	Name & SSN	Case Management Notes	WIA Enrollment Service Date	Personnel Policy	Rights and Benefits	Hatch Act	Grievance Procedures	Client Eligibility/Documentation	Receiving Partner Services	Documented Skill Attainment	Credentials/Certification	WIA Exit	Assessment	Goal & Outcome	Other Service Activity	Last Service Date Is > 90 Days	Date of Last Service	Citizenship	Selective Service	Proof of Age	Economic Eligibility	Family Size	Barrier	Test Score - Math	Test Score - Reading	Certification Sheet	Work Permit (If Applicable)	5% Window	Copy of ISS	Supportive Services	Follow-up	I-9	Other
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Date:____ _____

Monitor:_____ _____

#	Name & SSN	Case Management Notes	WIA Enrollment Service Date	Personnel Policy	Rights and Benefits	Hatch Act	Grievance Procedures	Client Eligibility/Documentation	Receiving Partner Services	Documented Skill Attainment	Credentials/Certification	WIA Exit	Assessment	Goal & Outcome	Other Service Activity	Last Service Date Is > 90 Days	Date of Last Service	Citizenship	Selective Service	Proof of Age	Economic Eligibility	Family Size	Barrier	Test Score - Math	Test Score - Reading	Certification Sheet
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#	Name & SSN	Case Management Notes	Training/Update Information	Individual Employment Plan	Test Score - Math	Test Score - Reading	Personnel Policies	Rights and Benefits	Hatch Act	Grievance/ Discrimination	Proof of Age	Citizenship	Selective Service (Jan. 1, 1960 or after)	Follow-up	Certification Sheet	One Stop Registration Date	ITA Voucher	Economic Eligibility	Family Size	I-9	Supportive Services	Job Description	WIA Enrollment Date	Adequate Documentation for Adult	Adequate Documentation for DLW	Receiving Partner Services	Barriers	Credentials/Certification List	WIA Exit List
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