

Participant File Layout

Section 1 – Eligibility /Enrollment(s)

- WIOA Application
- Appropriate Program Checklist
 - Verifications (Copies of Documents)
- EO Complaint and Grievance Forms
- Release of Information
- Other Program Applications (Summer Jobs, Skillup, YouthBuild etc.)

Section 2 – Assessments/Plan

- Objective/Comprehensive Assessment Information
- Other Assessments (TABE, WorkKeys, Entrance Exams etc.)
- Employment Plan/ISS

Section 3 – Training Information

- ITA or OJT Contract
- ETPS Printout (If ITA)
- Progress Reports (Grades or OJT Monitoring)
- Credentials

Section 4 – Training Payments

- OJT or ITA Payment Records With Supporting Documentation

Section 5 – Supportive Services

- Supportive Services Agreement
- Payments/Supporting Documentation

Section 6 – Follow Up/ Other Documentation