## WIOA YOUTH AND MINNESOTA YOUTH PROGRAM CASE FILES CHECKLIST

AGENCY - PARTICIPANT	DATE										
ITEM	#2	#3	#4	#5	#6	#7	#8	#9	#10		
Case file is kept secured in file cabinet or electronically.											
Social Security Number											
Emergency contact person(s) and phone number.											
Parental participation consent form for minors.											
Address and telephone number.											
Documentation of low-income status.											
Documentation of applicable barriers.											
Documentation of legal residency.											
Documentation of age.											
Documentation of Selective Service registration for males 18 and older.											
Copies of IEPs and other developmental or career plan strategies for co-enrolled youth.											
Copies of Individual Training Account (ITA), pre- and post (MYP/TANF).											
Work Readiness Indicator documentation, pre-and post (MYP/TANF)											
A copy of the initial, on-site assessment of enrollee needs addressing the youth's social/economic/academic/functional status, long-term training choices, placement choices, family support, and environmental and special needs ("Regular WIOA Youth Only).											
Copies of other academic, occupational and career assessment results											
Copies of the enrollee's work history and ISS, including measurable goals based on the enrollee's needs assessment that will allow the youth to gain social/economic/academic/functional status skills or maintain/increase their current functioning level											

## WIOA YOUTH AND MINNESOTA YOUTH PROGRAM CASE FILES CHECKLIST -- CONTINUED

	FILE CHECK-OFF*  #1 #2 #3 #4 #5 #6 #7 #8 #9 #10											
ITEM	#1	#2	#3	#4	# 5	#6	#7	#8	# 9	# 10		
Documentation of supportive services provided, including housing, clothing, food, transportation, child daycare, academic, medical, mental health, vocational, and post-placement follow-up services.												
Correspondence (i.e., letters local service provider contacts, post-placement follow-ups and evaluations).												
Case notes including documentation of the type of contact made with the youth and/or all other persons who may be involved with the youth's care and career development.												
Copies of interim and post-participation assessment results indicating progress in meeting short-term goals, e.g. report cards, resumes, etc.)												
Activities are being updated to match ISS and engagement of client												
Support services are accurately entered into WF1												
Plan listed as "see paper plan" in WF1												
WEX documentation												

C	Comments:					
L						