



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

ITEM	FILE CHECK-OFF*									
	#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										

*Comments:*