

WIOA YOUTH AND MINNESOTA YOUTH PROGRAM CASE FILES CHECKLIST

ITEM	FILE CHECK-OFF *									
	#1	#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).										

*Attach list of the names of youth participant files reviewed during this monitoring visit. Participant case files, for review, are selected upon arrival to the monitoring site. Each File Check-Off column should include the file's last 4 digits of the SSN.

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

ITEM	FILE CHECK-OFF*									
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Copies of other academic, occupational and career assessment results.										
Copies of the enrollee's work history and Individual Service Strategy (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.										
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.)										

* **Attach list of the names of youth participant files reviewed during this monitoring visit. Participant case files, for review, are selected upon arrival to the monitoring site.**
 Each File Check-Off column should include the file's last 4 digits of the SSN.

There may be other documentation that is not required (e.g. report cards, resumes, etc.) that can be noted in the space below.

Additional documentation/comments on case files: