



**Section I - Eligibility Section**

	In File	CW Initials	Supv. Initials
<b>Summer Application</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Problem Resolution Procedure (ADA Grievance)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Selective Service Registration, if applicable</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Social Security Card</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>State ID/Driver's License</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>School ID with Picture</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Birth Certificate</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Other Documentation for Right to Work:</b> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Income Verification:</b> _____ <small>(See List on Back)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Case Note for ARRA Eligibility &amp; ARRA Youth Barrier</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Other:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Other:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Additional Comments on Eligibility**

**INDIVIDUAL/FAMILY INCOME**

**Validation**

- Documentation **MUST** be in file
- N/A

**CITIZENSHIP OR ELIGIBLE TO WORK**

- Documentation **MUST** be in file
- N/A

- Alimony Agreement
- Applicant Statement (limited cases)
- Award Letter from Veterans Administration
- Compensation Award Letter
- Court Award Letter
- Employer Statement/Contact
- Family or Business Financial Records
- Housing Authority Verification
- Pay Stubs
- Pension/Annuity Statement
- Public Assistance Records
- Quarterly Estimated Tax for Self Employed Persons
- Social Security Benefits
- UI Documents and/or Printout
- Local WIA Does Not Verify Income
- Bank Statements

- Baptismal Certificate with Place of Birth
- One verification source from List A (I-9 form/listed below)
- One verification source from List B **AND** one verification source from List C
- DD214, Report of Transfer or Discharge (if place of birth is shown)

**List A**

- U.S. Passport (unexpired or expired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Unexpired Foreign Passport with a temporary I-551 stamp
- Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
- Unexpired Foreign Passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

**List B**

**When selecting from list 'B' there must also be a copy of one item from list 'C' as documentation in the participant file.**

- Driver's License or ID Card issued by a state or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID Card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- School ID Card with a photograph
- Voter's Registration Card
- U.S. Military Card or Draft Record
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Driver's license issued by a Canadian Government Authority

**For persons under 18 who are unable to present a document listed above:**

- School record or report card
- Clinic, doctor or Hospital Record
- Daycare or nursery school record

**List C**

**When selecting from list 'C' there must also be a copy of one item from list 'B' as documentation in the participant file.**

- U.S. Social Security Card Issued by the SSA (cannot state "not valid for employment")
- Certification of Birth Abroad Issued by the Department of State (Form FS-545 or DS-1350)
- Original or Certified Copy of a Birth Certificate with Official Seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the U.S. (INS Form I-179)
- Unexpired Employment Authorization Document issued by DHS (other than those listed under List A)



**Section II – Assessments/Service Strategy**

	In File	CW Initials	Supv. Initials
<b>Summer Individual Service Strategy</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Work Experience Agreement</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>WEX Time Sheets</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Work Readiness Skill Log</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Work Readiness (WR) Pre</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Work Readiness (WR) Post Tests</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>WR Training Attendance Sheets</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>WR Certificate</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>TABE Test, if applicable</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Interest Inventories, if applicable</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Other:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Other:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Additional Comments on Assessments**



**Section III – Support Services**

	In File	CW Initials	Supv. Initials
<b>Support Service Request Forms</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Receipts/Invoices, etc.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Copies of Checks, Gift Cards, etc.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Other:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Other:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Additional Comments on Support Services**



**Section IV – Miscellaneous/Correspondence**

	In File	CW Initials	Supv. Initials
<b>Case Notes</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Letters Emails, etc.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Monitoring Documentation</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Other:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Other:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Additional Comments**