*This checklist is a helpful tool to be used when scanning documents. Please note that not all documents are mandatory, only scan where applicable.*

Authorization for Release of Confidential Information (signed and dated)

RTW: Driver’s license, SS card, passport, etc. see “Acceptable Right to Work Documents” in the Welcome Packet (I-9) document for further information

Addendum (signed and dated at time of enrollment)

Selective Service Registration

-Registered: Verification

-Not Registered: Request for Status Information Letter (Selective Service)-Scan all 3 pages

Veteran: DD-214

Dislocated Worker supporting documents:

-Unemployment Award Letter -Layoff Letter

-WARN notice -TAA petition

Unlikely to return to work documents:

-Career GPS printout reflecting under 10% growth

**or**

-Employer Contact Sheet reflecting at least 3 jobs applied with no offer, or rejection letters, or print out of CalJOBS screen reflecting no job openings.

Quick Guide Print out reflecting Customer’s Scores- or other acceptable Basic Skills Assessment, such as, CASAS

Employment Placement Forms

**Financial Assistance Services**

Financial Needs Assessment (within 90 days)

Self-sufficiency Calculator

If in training:

-Labor Market information (LMI) – Career GPS/Onet

- Service Agreement

-Progress Reports/Certificate of Completion

-Credentials

Scrip Cards (scan both the front and back of the card)

Case Review Team (CRT) Approval Form (training and/or support services)