

Customer Tracking and Case Management Activities for WIOA Enrolled Youth

Supporting and/or Supplemental Documentation	Hard File	Scan into CalJOBS
CalJOBS Registration/ Youth Addendum* (signed by parent or legal guardian if under 18)	✓	✓ Youth Addendum Only
CalJOBS WIOA application signed/dated by staff	✓	
Evidence of eligibility including Right-to-Work Documents	✓	✓
<u>Documentation Showing Barriers</u>		
a) School Transcript; In-School Youth (ISY) only	✓	✓
b) Income Verification	✓	✓
c) Individual Education Plan for youth with a diagnosed disability	✓	✓
d) Selective Service Registration (if required)	✓	✓
e) Youth enrolled by 5% exception, documentation of SETA approval	✓	
f) Follow-up form	✓	
Individual Service Strategy (ISS)	✓	✓
CASAS Assessment result; only if youth is Basic Skills Deficient (BSD)	✓	✓
Documentation of remedial services provided (supporting documentation in CalJOBS required)	✓	
Assessment reports	✓	
Release of confidential information (included in CalJOBS Youth Addendum)	✓	
Grievance procedure (included in CalJOBS Youth Addendum)	✓	
Code of Conduct (included in CalJOBS Youth Addendum)	✓	
Current Work Permit (all work expired work permits)	✓	
Worksite Agreement	✓	
Documentation of all support services provided to youth in program year (receipts* , copies of transportation passes, logs)	✓	✓ Receipts Only
Timesheets/Payroll and employer evaluations	✓	
Medical consent (if youth is under 18)	✓	
Copies of certificates/credentials, and other paper-based records of service	✓	
I-9	✓	
Worksite Agreement (all four pages)	✓	
<u>Documentation Showing Achievement</u>		
a) High School Diploma	✓	✓
b) GED/HSET Certificate	✓	✓
c) CASAS Post-Test showing increase in Educational Functioning Level (EFL)	✓	✓
d. Employment Verification	✓	✓
e. Occupational Skills Certificate	✓	✓

List of Supporting/Supplemental Documentation
Retained in Hard File and/or Scanned in CalJOBS