

# Case Manager File Tracking Checklist

Documentation	Hard File	Scan into CalJOBS
Youth Addendum		✓
Barrier & Verification Form		✓
Right-to-Work Documents (Identity & Employment Authorization)		✓
<b>Documentation Showing Barrier:</b>		
-School Transcripts		✓
-Income Verification/Income Calculations		✓
-Free/Reduce Lunch Letter-specified individual (ISY)		✓
-Selective Service		✓
-Appropriate supporting documentation to determine barriers/eligibility such as foster care, homeless, juvenile justice system, pregnant/parenting, ELL etc.		✓
-Documentation for youth with disability (separate file)	✓	
-Individual Service Strategy (I.S.S)-Pre/Post	✓	✓
-CASAS BSD Assessment Scores (Basic Skills Deficient Youth)		✓
-Remedial services (tutoring) tracking	✓	
-O*Net/Other assessment reports	✓	
-Release of Confidentiality Information		✓
-Code of Conduct	✓	
-Grievance Procedures	✓	
<b>Supportive Services/Incentives:</b>		
-Supportive Service Receipts signed and dated by youth (including gas cards)	✓	✓
-Bus Passes	✓	✓
-Incentive Receipts signed and dated by the youth	✓	✓
<b>Work Experience (WEX):</b>		
-Worksite Agreements	✓	
-Timesheets/Paychecks	✓	
-Employer Evaluations	✓	
-Current Work Permit (ISY)	✓	
-Medical Consent (youth under 18yrs)	✓	
<b>Education/Training:</b>		
-High School Diploma		✓
-GED/HISET or equivalent		✓
-Occupational Skills/Training Enrollment		✓
-Occupational Skills/Training Certificate/Credential		✓
Exit Form	✓	
4-Quarter Follow Up Forms		✓

9/24/2024