

**2019-2020 Youth @ Work- Work Based Learning  
County Programs  
Participant File Checklist  
Section 1: Eligibility Documentation**

Agency: \_\_\_\_\_

Participant: \_\_\_\_\_ SS# (last 4): \_\_\_\_\_

<p><b>CalWORKS Verification- All docs must be CURRENT (14-18)</b></p> <p><input type="checkbox"/> DPSS Database/Dropbox screen shot <b>MUST</b> include the file name and date of the report on top of page. <b>Highlight</b> participant's full name, DOB AND SS#.</p> <p><b>OR</b></p> <p><input type="checkbox"/> DPSS Confidential Verification Sheet signed/stamped by DPSS Worker</p> <p><b>If 19 years of age:</b></p> <p><input type="checkbox"/> CalLearn Program Verification (same as above)</p>	<p><b>Foster Youth- All docs must be CURRENT (14-24)</b></p> <p><input type="checkbox"/> Letter from the Department of Children and Family Services (DCFS)</p> <p><input type="checkbox"/> Court Documents</p> <p><input type="checkbox"/> Official letters from school counselors, school districts, group homes and/or court attorneys</p> <p><input type="checkbox"/> WDACS Referral form</p> <hr/> <p><b>OUI- All docs must be CURRENT (14-24)</b></p> <p><input type="checkbox"/> Low Income                      <input type="checkbox"/> Homeless</p> <p><input type="checkbox"/> Former Foster                      <input type="checkbox"/> Probation</p>
<p><b>JJCPA- All docs must be CURRENT (14-24)</b></p> <p><input type="checkbox"/> Current approved Participation Authorization Utilization Review Form (PAUR) from Probation <b>AND</b></p> <p><input type="checkbox"/> E-mail authorizing services to JJCPA participant</p>	<p><b>SIY- All docs must be CURRENT (14-24)</b></p> <p><input type="checkbox"/> Low Income                      <input type="checkbox"/> Homeless</p> <p><input type="checkbox"/> Former Foster                      <input type="checkbox"/> Probation</p>
<p><b>Right-to-Work (ALL documents must be valid and current)</b></p> <p><input type="checkbox"/> Copy of Social Security Card <b>AND</b></p> <p>Right-To-Work I-9 documentation</p> <p><input type="checkbox"/> One item from List A <b>OR</b></p> <p><input type="checkbox"/> One item from List B</p> <p><b>**If Identification cards do not have DOB, Please see option 2:</b></p>	<p><b>Right-to-Work: Option 2 for persons under age 18 and/or whose ID does not have a DOB</b></p> <p><input type="checkbox"/> Picture ID <b>AND</b></p> <p><input type="checkbox"/> Copy of Social Security card</p> <p><b>AND one of the following:</b></p> <p><input type="checkbox"/> School Record (<i>Work Permit is NOT acceptable for this purpose.</i>)</p> <p><input type="checkbox"/> Transcript OR Report Card (<i>Both MUST include DOB</i>)</p> <p><input type="checkbox"/> Birth Record</p>
<p><b>Age (14-24)</b></p> <p>_____</p>	<p><b>Application (If applicable)</b></p> <p><input type="checkbox"/> Program Application (<i>If applicable</i>)</p> <hr/> <p><b>Approval (If applicable)</b></p> <p><input type="checkbox"/> City of LA Residency – Out of Area Approval</p>
<p><b>City of LA Residency</b></p> <p><input type="checkbox"/> Neighborhood Info Print-out <b>AND</b></p> <p>(<i>One of the following docs below used to verify</i>)</p> <p><input type="checkbox"/> Utility bill</p> <p><input type="checkbox"/> School document</p> <p>(<i>Work Permit NOT acceptable for this purpose</i>)</p> <p><input type="checkbox"/> Government-issued ID card or Driver's License</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>Approval (If applicable)</b></p> <p><input type="checkbox"/> City of LA Residency – Out of Area Approval</p>

**2019-2020 Youth @ Work- Work Based Learning  
County Programs  
Participant File Checklist  
Section 2: Assessment Forms**

Agency: \_\_\_\_\_

Participant: \_\_\_\_\_ SS# (last 4): \_\_\_\_\_

## **Assessment Forms**

- Individual Assessment (IA) Form (Signed and Dated)
- Monthly Performance Evaluation (PE) (Signed and Dated)
- Final Performance Evaluation (PE) (Signed and Dated)

**2019-2020 Youth @ Work- Work Based Learning  
County Programs  
Participant File Checklist  
Section 3: Work Experience Documentation**

Agency: \_\_\_\_\_

Participant: \_\_\_\_\_ SS# (last 4): \_\_\_\_\_

**Work Experience Documentation**

- W-4 Form (completed, double sided)
- I-9 Form (completed, double sided)
- Work Permit
- Worksite Expectations Review
- Sexual Harassment Form

**Placement**

Worksite

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**Date** Worksite Agreement Was Signed \_\_\_\_\_

*Agreement NOT required in participant's file.*

**2019-2020 Youth @ Work- Work Based Learning  
County Programs  
Participant File Checklist  
Section 4: Consent Agreements, TAY WOW Curriculum, Case Notes and  
Miscellaneous**

Agency: \_\_\_\_\_

Participant: \_\_\_\_\_ SS# (last 4): \_\_\_\_\_

**Consent & Release Agreement**

Minor: Ages 17 & Below

**OR**

Adult: 18 & Above

**Certification of PET & Book Receipt Form**

PRE-employment: TAY WOW Curriculum- up to 20 hours

Module A: Finding Your Way

Module B: Act Like A Pro

Module C: Look For Work

Module D: Financial Management

Module E: Keep it Real

Module F: Beyond Your First Job

**Certificates**

County Certificate of Pre-employment Completion **AND**

Financial Literacy Certificate of Completion **AND**

Library Card (Double sided-Card must display participant's name and a serial #) **OR**

E-card print-out (must display participant's name and a serial #)

**Supportive Services Receipts (If Applicable)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Case Notes. Make mention of:**

Group Convening (after 35-40 hours of work experience) **AND**

Mock Interview(s) **AND**

Real Interview. Must include: Date, Location & Time

**Correspondence (If Applicable)**

\_\_\_\_\_

**Miscellaneous (If Applicable)**

\_\_\_\_\_

**2019-2020 Youth @ Work- Work Based Learning  
County Programs  
Participant File Checklist  
Section 5: Time Records, File Checklist & Program Closure**

Agency: \_\_\_\_\_

Participant: \_\_\_\_\_ SS# (last 4): \_\_\_\_\_

**Time Records & File Checklist**

- Timesheets (copies)
- Check Stubs (copies)/Receipts of Payment to Participant
- Participant File Checklist (To be used prior to TA visit)

**Program Closure**

- Youth Survey  
<https://www.surveymonkey.com/r/youthatworkexit>
- WBL Web App EXIT Print-out
- Certificate of Completion
- CYBP (County Youth Bridges Program) Certificate *(if applicable)*
- Pre-Approval for Participants Who Completed Less Than 120 hrs.  
*(if applicable)*
  - E-mail from WDACS
  - Miscellaneous *(if applicable)*
- Certificate of Completion

**2019-2020 Youth @ Work- Work Based Learning  
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Section 6: CW Only Forms**

Agency: \_\_\_\_\_

Participant: \_\_\_\_\_ SS# (last 4): \_\_\_\_\_

**CW Only Forms (when applicable)**

- Language Designation Form- PA 481
- Complaint & Resolution Form – PA 607 Initialed by the youth/parent
- Complaint & Resolution Form- PA 607 completed if a complaint was filed