

## ENROLLMENT DOCUMENTS

- ☐ DATE OF BIRTH VERIFICATION DOCUMENT (PASSPORT, DRIVER'S LICENSE, PHOTO ID, ETC.)
- ☐ I-TRAC APPLICATION (IF PHYSICAL SIGNATURE IS PRESENT)
- ☐ ISS/ISP
- ☐ I-TRAC ELIGIBILITY DETERMINATION REPORT (IF PHYSICAL SIGNATURE IS PRESENT)
- ☐ ELIGIBILITY PACKET-WSRV
  - ☐ GOALS + APPLICATION
  - ☐ EEO COMPLAINT AND GRIEVANCE PROCEDURE
  - ☐ PHOTO RELEASE
  - ☐ RELEASE OF INFORMATION
  - ☐ I-TRAC APPLICATION (IF PHYSICAL SIGNATURE IS PRESENT)
  - ☐ FAFSA AWARD (IF APPLICABLE)
- ☐ PUBLIC ASSISTANCE VERIFICATION (IF APPLICABLE)
- ☐ BASIC SKILLS DEFICIENT (CASAS)
- ☐ EMPLOYABILITY SKILLS RUBRIC
- ☐ TRANSCRIPT (GPA)
- ☐ SCHOOL INDIVIDUAL EDUCATION PLAN (IEP) OR 504 (IF APPLICABLE)

## GED/HIGH SCHOOL DIPLOMA

- ☐ GED PRACTICE EXAM
- ☐ GED OR HS EQUIVALENCY DIPLOMA
- ☐ INVOICE AUTHORIZATION WITH BACKUP FOR GED/HIGH SCHOOL DIPLOMA (VENDOR NAME)
- ☐ INVOICE AUTHORIZATION WITH BACKUP FOR SUPPORT SERVICE (VENDOR NAME)
- ☐ INCENTIVE RECEIVED BY PARTICIPANT

## OST/ENTREPRENEURIAL TRAINING/PRE-APPRENTICESHIP/SKILLS TRAINING – NO CERT.

- ☐ DMV REPORT (CDL ONLY)
- ☐ DMV SURVEY (CDL ONLY)
- ☐ RESUME (CAN BE THE IMS RESUME DEPENDING ON INDUSTRY STANDARDS)
- ☐ DECISION MATRIX
- ☐ TRAINING VENDOR PRICE SHEET
- ☐ INVOICE AUTHORIZATION AND BACKUP DOCUMENTATION (TUITION)
- ☐ INVOICE AUTHORIZATION AND BACKUP DOCUMENTATION (SUPPORT SERVICES)
- ☐ COURSE COMPLETION DOCUMENT
- ☐ CREDENTIAL (CNA, CNA2, CCMA, CDL, ETC.)
- ☐ EMPLOYMENT VERIFICATION DOCUMENT (FOLLOW-UP SURVEY, PAYSTUB, IMS WAGE REPORT, ETC.) – IF APPLICABLE

## OJT/WEX/INTERNSHIP

- ☐ ELIGIBILITY PACKET-PY+ CAREER BUILD
  - ☐ YOUTH INTERN/TRAINING APPLICATION
  - ☐ EEO COMPLAINT AND GRIEVANCE PROCEDURE
  - ☐ PHOTO RELEASE
  - ☐ RELEASE OF INFORMATION
  - ☐ SSN DISCLOSURE AGREEMENT
  - ☐ I-TRAC APPLICATION (IF PHYSICAL SIGNATURE IS PRESENT)
  - ☐ FAFSA AWARD (IF APPLICABLE)
- ☐ DECISION MATRIX
- ☐ WEX TIME SHEETS (WEEKLY)
- ☐ OJT PARTICIPANT AGREEMENT
- ☐ JOB LISTING/DESCRIPTION (OJT & INTERNSHIP)
- ☐ INTERNSHIP PLACEMENT AGREEMENT
- ☐ INTERNSHIP HANDBOOK SIGNATURE PAGE
- ☐ WAGE RECORD/TIME SHEET (OJT&INTERNSHIP)
- ☐ BBSI REFERRAL (INTERNSHIP)
- ☐ OJT REIMBURSEMENT DOCUMENT
- ☐ EMPLOYMENT VERIFICATION DOCUMENT (FOLLOW-UP SURVEY, PAYSTUB, IMS WAGE REPORT, ETC.) – IF APPLICABLE

## EXIT AND FOLLOW UP

- ☐ PROGRAM PARTICIPANT REPORT (ONCE EXITED)
- ☐ EDUCATION VERIFICATION AT EXIT
- ☐ EMPLOYMENT VERIFICATION DOCUMENT (FOLLOW-UP SURVEY, PAYSTUB, IMS WAGE REPORT, ETC.) NOT REQUIRED IF GOING ON TO HIGHER EDUCATION/TRAINING (CASE NOTE SUFFICES INSTEAD)
- ☐ FOLLOW-UP SERVICE PAYMENT DOCUMENTATION