

1.0 PARTICIPANT ELIGIBILITY		
Documentation of low income determination for Adult	WIOA SEC. 134 (c)(3)(A), WIOA SEC. 3(36), State Policies and Procedures Sec. 3.2.5 (II), 20 CFR § 680.600(b)	"Household and Income" section of GWROPP application
Documentation relating to receipt of Supplemental Security Income, Social Security Disability Insurance, Food Stamps	WIOA SEC. 134 (c)(3)(A), WIOA SEC. 3(36), State Policies and Procedures Sec. 3.2.5 (II), 20 CFR § 680.600(b)	"Public Assistance" section of GWROPP application
Disability and/or medical information		May be indicated on GWROPP application, but supporting documentation must still be maintained in a secure physical location to ensure only the appropriate staff members can access that information
Documentation of lay-off, termination, plant closure, or other eligible Dislocated Worker criteria	WIOA SEC. 3(15), WIOA SEC. 3(16), State Policies and Procedures Sec. 3.2.5 (I)(C), 20 CFR § 680.130	"Employment" section of GWROPP application. If Veteran/DW, upload to "Veteran" section of GWROPP application
Documentation that participant was 18 years of age or older	WIOA SEC. 3(2), State Policies and Procedures Sec. 3.2.5 (I)(A)(1), 20 CFR § 680.120	"Demographic" section of GWROPP application
Documentation of U.S. citizenship or authorization to work in the U.S.	WIOA SEC. 188 (a)(5), State Policies and Procedures Sec. 3.2.5 (I)(A)(2), State Policies and Procedures Sec. 3.2.1 (I)- (III)	"Demographic" section of GWROPP application
Documentation of Selective Service Registration or an allowable exemption	WIOA SEC. 189 (h), State Policies and Procedures Sec. 3.2.5 (I)(A)(3), State Policies, 20 CFR § 683.225	"Demographic" section of GWROPP application
2.0 VETERAN'S PRIORITY OF SERVICE		
Documentation to verify veteran status	WIOA SEC. 3 (63)(A), State Policies and Procedures Sec. 3.2.5 (II), TEGL 14-08, 20 CFR § 680.650	"Veteran" section of GWROPP application
Documentation to verify eligible spouse of a veteran status	WIOA SEC. 3 (63)(A), State Policies and Procedures Sec. 3.2.5 (II), TEGL 14-08	"Veteran" section of GWROPP application
3.0 PROVISION OF SERVICES		
Career Services		

	Documentation of a determination of need for training services as identified in the IEP, comprehensive assessment, or Individual Counseling and Career Plan	WIOA SEC. 134 (c)(2)(A), WIOA SEC. 134 (c)(3)(A)(ii), State Policies and Procedures Sec. 3.4 (I)(A)-(B), 20 CFR § 680.170, 20 CFR § 680.150	Staff Profiles > Case Mgmt Profile > Plan > Objective Assessment Summary or IEP/ISS. If not utilizing the GWROPP-generated IEP/ISS or OA, General Documents section: Staff Profiles > General Profile > Documents (Staff)
	Documentation of a Basic Career Service such as assessment of skill levels or orientation	WIOA SEC. 134 (c)(2)(A), State Policies and Procedures Sec. 3.4 (I)(A)-(B), 20 CFR § 680.150, 20 CFR § 678.430	General Documents section: Staff Profiles > General Profile > Documents (Staff)
4.0 EMPLOYMENT SERVICES/TRAINING			
Work Experience			
	WEX Training Agreement, WEX Training Plan, WEX wage verification, timesheets, etc.	State Policies and Procedures Sec. 3.4.1.5 (I)	General Documents section: Staff Profiles > General Profile > Documents (Staff)
Individual Training Account			
	Documentation of a determination of need for training services as identified in the ISS, comprehensive assessment, or Individual Counseling and Career Plan	WIOA SEC. 134 (c)(3)(A), State Policies and Procedures Sec. 3.4.1.1	Individual Employment Plan/Service Strategy
	Verification of cost of training from provider to support amount listed in GWROPP		General Documents section: Staff Profiles > General Profile > Documents (Staff)
Incumbent Worker Training			
	IWT contract, IWT Training Plan, and all other required documentation stipulated in State/Local policies and procedures	State Policies and Procedures Sec. 3.4.1.4 (I); 20 CFR § 680.780	General Documents section: Staff Profiles > General Profile > Documents (Staff)
On-The-Job Training			
	OJT Agreement. OJT Training Plan, OJT Wage verification, and all other required documentation as stipulated in the State/Local policies and procedures	WIOA SEC. 3 (44), State Policies and Procedures Sec. 3.4.1.2 (II), 20 CFR § 680.700(a), 20 CFR § 680.710	General Documents section: Staff Profiles > General Profile > Documents (Staff)
Customized Training			
	CT Agreement, CT Training Plan, and all other required documentatino as stipulated in the policies and procedures	WIOA SEC. 3 (14), State Policies and Procedures Sec. 3.4.1.3	General Documents section: Staff Profiles > General Profile > Documents (Staff)
Registered Apprenticeship			
	Any documentation for Registered Apprenticeship that is not already included in ITA/OJT/IWT documentation	State Policies and Procedures Sec. 3.4.1.6, 20 CFR § 680.750. 20 CFR § 680.330(a)	General Documents section: Staff Profiles > General Profile > Documents (Staff)

	Verification of financial amount of supportive services entered in GWROPP	WIOA SEC. 134 (d)(2), WIOA SEC. 134 (d)(3), State Policies and Procedures Sec. 3.4.4 (III)(B)(ii)(4), State Policies and Procedures Sec. 3.4.4 (III)(B)(iii)	General Documents section: Staff Profiles > General Profile > Documents (Staff)
	Documentation of determination of need of supportive services	WIOA SEC. 134 (d)(2), WIOA SEC. 134 (d)(3), State Policies and Procedures Sec. 3.4.4 (III)(A)(iv), 20 CFR § 680.910	Individual Employment Plan/Service Strategy, Case Notes, or Supportive Service Request Form (to be uploaded to General Documents section)
	Supportive service request form	State Policies and Procedures Sec. 3.4.4 (III)	General Documents section: Staff Profiles > General Profile > Documents (Staff)
6.0 CREDENTIAL ATTAINMENT			
	Documentation to support credential attainment	State Policies and Procedures Sec. 3.4.3, TEGL 17-05	Staff Profiles > Case Mgmt Profile > Programs > Credentials
7.0 EXIT and FOLLOW-UP			
	Participant Exit	State Policies and Procedures Sec. 3.4.6, 20 CFR § 677.150(c)(1), 20 CFR § 677.150(c)(1)(i)	Staff Profiles > Case Mgmt Profile > Programs > Exit/Outcome
	If exited with employment, documentation of employment start date and wage information	Federal Data Validation Requirements	Staff Profiles > Case Mgmt Profile > Programs > Add Employment (Employment and wage verification must be uploaded here, all other supplemental employment information should be uploaded to General Documents section)
	Required follow-ups attempts and verified employment information	State Policies and Procedures Sec. 3.4.6 (III), TEGL 17-05, 20 CFR § 680.150(c)	Staff Profiles > Case Mgmt Profile > Programs > Follow-ups
8.0 GRIEVANCE			
	Grievance Forms	WIOA SEC. 181 (c), State Policies and Procedures Sec. 1.3, 20 CFR § 683.600(a)	General Documents section: Staff Profiles > General Profile > Documents (Staff)