

1.0 PARTICIPANT ELIGIBILITY		
Documentation of School Status (In-School-Youth or Out-of-School Youth)	WIOA Sec. 129 (a)(I), State Policies and Procedures Sec. 3.2.6 (I)-(II), TEGL 08-15, 20 CFR § 681.210, 20 CFR § 681.220	"Education" section of GWROPP application
Documentation of age	WIOA Sec. 129 (a)(I), State Policies and Procedures Sec. 3.2.6 (I)-(II), TEGL 08-15	"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. 3.2.1 (I)-(III)	"Demographic" section of GWROPP application
Documentation of Selective Service Registration	WIOA SEC. 189 (h), State Policies and Procedures Sec. 3.2.4, 20 CFR § 683.225	"Demographic" section of GWROPP application
Documentation of eligibility determination based on receipt of free or reduced price lunch, Supplemental Security Income, Social Security Disability Insurance, Food Stamps, disabled, homeless/runaway, foster child, or total income that does not exceed higher of the poverty line or 70% of the LLSIL	WIOA SEC. 3 (36), State Policies and Procedures Sec. 3.2.6 (III), TEGL 08-15, 20 CFR § 681.270	SSI, SSDI, SNAP: "Public Assistance" section of GWROPP application; LLSIL information: "Household and Income" section of GWROPP application; Homeless/runaway, foster child: "Barriers" section of GWROPP application; Free or reduced lunch: General Documents section-Staff Profiles > General Profile > Documents (Staff); <b>Disability and medical information must still be maintained in a secure physical location to ensure only the appropriate staff members can access that information</b>
Documentation of the total family income calculation to support the low-income determination (if applicable)	WIOA SEC. 3 (36), State Policies and Procedures Sec. 3.2.6 (III), State Policies and Procedures Sec. 3.2.3 (II), 20 CFR § 681.250	"Household and Income" section of GWROPP application
Documentation in the case file to support program eligibility under the 5% exception criteria (if applicable)	WIOA SEC. 129 (a)(3)(B), WIOA SEC. 129 (a)(3)(A)(ii), State Policies and Procedures Sec. 3.2.6 (IV), TEGL 08-15, 20 CFR § 681.250 (c)	General Documents section: Staff Profiles > General Profile > Documents (Staff)
Documentation to support the federal or local barrier(s) entered in the GWROPP	State Policies and Procedures Sec. 3.2.6 (I)(B), State Policies and Procedures Sec. 3.2.6 (II)(B)	"Barriers" 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), 20 CFR § 680.650	"Veteran" section of GWROPP application
Documentation to verify eligible spouse of veteran status	WIOA SEC. 3 (63)(A), State Policies and Procedures Sec. 3.2.5 (II)	"Veteran" section of GWROPP application
3.0 PROVISION OF SERVICES		
OBJECTIVE ASSESSMENT and INDIVIDUAL SERVICE STRATEGY (ISS)		

Objective Assessment and Individual Service Strategy (ISS)	WIOA SEC. 129 (c)(1)(A), State Policies and Procedures Sec. 3.3.3, 20 CFR § 681.420(a)(1)	Staff Profiles > Case Mgmt Profile > Plan > Objective Assessment Summary. If <b>not</b> utilizing the GWROPP-generated OA, General Documents section: Staff Profiles > General Profile > Documents (Staff)
<b>6.0 EMPLOYMENT SERVICES/TRAINING</b>		
<b>Individual Training Account</b>		
Documentation of a determination of need for training service 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 to support amount listed in GWROPP	WIOA SEC. 134 (c)(3)(G)(iii), WIOA SEC. 122 (d)(3), WIOA SEC. 107 (g)(1)(B)(i)(III), State Policies and Procedures Sec. 3.4.1.1	General Documents section: Staff Profiles > General Profile > Documents (Staff)
<b>Paid or Unpaid Work Experience</b>		
WEX Training Agreement, WEX Training Plan, WEX wage verification, timesheets, etc.	WIOA SEC. 129 (c)(2)(C), State Policies and Procedures Sec. 3.4.1.5, State Policies and Procedures 3.4.2.1.3, 20 CFR § 681.600	General Documents section: Staff Profiles > General Profile > Documents (Staff)
Pre-Apprenticeship activity agreement, PA Training Plan, PA wage verification (if paid PA)	WIOA SEC. 129 (c)(2)(C), 20 CFR § 681.600, TEGL 23-14	General Documents section: Staff Profiles > General Profile > Documents (Staff)
Internship agreement, Internship Training Plan, Internship wage verification (if paid)	WIOA SEC. 129 (c)(2)(C), TEGL 23-14, 20 CFR § 681.460 (a)(3)(iii)	General Documents section: Staff Profiles > General Profile > Documents (Staff)
Job shadowing agreement, Job shadowing Training Plan,	WIOA SEC. 129 (c)(2)(C), 20 CFR § 681.600, TEGL 23-14	General Documents section: Staff Profiles > General Profile > Documents (Staff)
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, TEGL 23-14, 20 CFR § 680.700(a), 20 CFR § 680.710	General Documents section: Staff Profiles > General Profile > Documents (Staff)
<b>7.0 SUPPORTIVE SERVICES</b>		
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)	Individual Employment Plan/Service Strategy, Case Notes, or Supportive Service Request Form (to be uploaded to General Documents section)
Documentation of incentive received in accordance in achievement and/or milestones outlined in participant's ISS	State Policies and Procedures Sec. 3.3.2 (I)	General Documents section: Staff Profiles > General Profile > Documents (Staff)
<b>8.0 CREDENTIAL ATTAINMENT</b>		
Documentation to support credential attainment	State Policies and Procedures Sec. 3.4.3, TEGL 17-05	Staff Profiles > Case Mgmt Profile > Programs > Credentials
<b>9.0 EXIT and FOLLOW-UP</b>		

Participant Exit	State Policies and Procedures Sec. 3.4.6 (II), Federal Data Validation Requirements, TEGL 17-05, 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, TEGL 17-05	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-up attempts and verified employment information	Federal Data Validation Requirements	Staff Profiles > Case Mgmt Profile > Programs > Follow-ups
<b>10.0 GRIEVANCE</b>		
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)