

**Office of Economic and Workforce Development
Workforce Development Division**



WIA YOUTH PARTICIPANT FILE CHECKLIST

LEFT SIDE OF FILE

- WIA Title I Eligibility Verification Form**
- WIA Application**
- Authorization to work in the US** (*CA ID or License, SS card, passport, birth certificate, etc.*)
- Selective Service Registration** (*For male born after December 31, 1959 – if applicable*)
- Proof of Age**
- Proof of Income and Family Size** (*if using family income*)
- Proof of San Francisco Residency** (*if applicable*)
- Applicant Statement** (*if applicable*)
- Approved Request for Waiver** (*Youth 5% or Adult 10% - if applicable*)
- Universal Application**
- Signed OEWD Release of Info Form**
- Participant Rights and Responsibilities**
(*Equal Opportunity, Non Discrimination and Grievance*)

RIGHT SIDE OF FILE

- CASE NOTES**
- WIA Enrollment Form**
- Individual Service Strategy Form (ISS)**
- Appraisal Test**
- PRE-and POST-Test** – TABE/CASAS Assessment Tool for Math and Reading
- WIA Youth Test Score Form**
- Support Service Eligibility/Authorization Form**
- Child Care Eligibility Authorization Record**
- WIA Exit Form**
[**Proof of Education, Training, Employment**]
- Follow Up Forms** (1st, 2nd, 3rd, & 4th qtr)
[**Proof of Education, Training, Employment**]