

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



GENERAL FUND YOUTH PARTICIPANT FILE CHECKLIST

LEFT SIDE OF FILE

- ☐ **Universal Application**
- ☐ **Photo ID**
- ☐ **Proof of Age**
- ☐ **Proof of San Francisco Residency**
- ☐ **Signed OEWD Release of Info Form**
- ☐ **Participant Rights and Responsibilities**
(Equal Opportunity, Non Discrimination and Grievance)

RIGHT SIDE OF FILE

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