

PARTICIPANT FILE CHECKLIST – ADULT/DW/EcSA/DWG

Tab 1 – Miscellaneous/ Support Documents

File Checklist	Purchase orders/Payment Receipts
Support Service Analysis & Worksheets	Exit/Placement From (Green)

Tab 2 – Eligibility

WIOA/Special Eligibility Application	EO Notice
Self-Attestation (if used)	WIOA Complaint & Hearing Notice
Verification checklist(s)	Data Sharing/SMS Opt-in
Income and Family Size Worksheet (if used)	Release of Information
Verification Documents (I-9 documents, DOB proof, Selective Service/DD-214, proof of low income or dislocation)	Printout of eligibility application case note
Release for Publication	Other documentation as required

Tab 3 – State EcSA/CRP Documents

UW Self-Sufficiency Calculator (Initial and updates)	EcSA Monthly Incentive Plan & Progress Tracker
EcSA/CRP Incentive Agreement Form (if applicable)	MISA Agreement, Plan and other forms (if applicable)
EcSA & CRP Performance Reports & Incentive Forms (if applicable)	

Tab 4 – IEP & Assessments

Individual Employment Plan (signed, updated)	CASAS Scores
CareerScope Results	Other Assessments
Resume (if available)	

Tab 5 – Training/WFP Activities

OJT:	ITA:
Contract	Contract
Assurances A& B	ETPL Documentation
Tool Agreement (if applicable)	Verification of Financial Aid/Application
Employer W-9	Employer Interview Forms x 2
OJT Estimate	Application for ITA
Task Analysis	Training Account Agreement
Occupation Demand documentation	CAT or Training Benefit Application (if applicable)
Monthly Evaluations	Occupation Demand Information
Monthly Invoices	College Refund Policy
	College Vocational Plan
Workforce Prep/Work Readiness:	Tool Agreement (if applicable)
Workforce Preparation plan information	School Funding Worksheet
Course descriptions/schedules	
Progress verification	
Certificates of Completion	

Tab 6 – Measurable Skills Gains/Credentials

Grades/transcripts (ITA)	Copy of credentials (Commercial Driver's License, etc.)
Certificates of Completion	Exam Scores
Other MSG Documentation	