

# WIOA Youth Program – Participant File Checklist

Participant Name: \_\_\_\_\_

Registration Date: \_\_\_\_\_

Exit Date: \_\_\_\_\_

## Registration/Assessment Information

- Program Application w/signatures
- Eligibility/DV/Exit Checklist
- Individual Service Strategy printed from ICM w/signatures
- Assessment Information

## Training Related Documents

- Training plan/School research
- Course schedule/Reports/Grades
- Copy of Credential
- Related correspondence

## Support Service Related Documents

- Financial Assessment if not low income and support services will be paid

## Work Experience Related Documents

- W-9 Form
- W-4 Form
- Invoices
- Worksite agreement
- Work permit

## Notes: