WIOA Title I-B Youth Program Case File Review

Youth Policy 214.01 Registration, Enrollment and Data Entry		Monitor:	
Participant Name:	Birth Date:		Participant ID:
LWDA: Choose an item.		Eligibility Date: Click here to enter a date.	
Employment Status: Choose an item.		First Service Date: Click here to enter a date. Recorded within 30 days in AJC? ☐ Yes ☐ No	
Monitor/Review Date: Click here to enter a date.		Social Security Verified ☐ Yes ☐ No	

Youth Policy 212 Eligibility Determination	
Eligibility – Basic Criteria	**Comments, Source Documents:**

☐ Age at registration 14-24,
  Birth date recorded in AJC ☐ Yes ☐No
  Age:
☐ Right to Work in USA, **and**
 	
☐ Selective Service Registration (male born on or after 1/1/1960)
	Age properly documented in participant file and matches AJC?
	☐ Yes ☐ No
	<u>Source Document</u>:
	U.S. Citizen/Eligible to work in U.S. properly documented in participant file and matches AJC?
	☐ Yes ☐ No
	<u>Source Document</u>:
	Selective Service properly documented in participant file and matches AJC?
	☐ Yes ☐ No ☐ N/A
	<u>Source Document</u>:

Youth Policy 203.01 Youth Services	
Objective Assessment, Individual Service Strategy (ISS), Services	**Assessments**
☐ Yes ☐ No Objective Assessment, basic, occupational skills, prior work experience, interests, aptitudes, support service needs. ☐ Yes ☐ No ISS (educational, employment goals, achievements, objectives and services, must be signed and dated to reflect changes). **Goals** Are goals identified in the ISS? ☐ Yes ☐ No Are goals recorded in AJC? ☐ Yes ☐ No	Assessment Date: Click here to enter a date. Assessment Tools: Assessment Version: Choose an item. ☐ Yes ☐ No Basic Skill Deficient ☐ Yes ☐ No Test results recorded in AJC

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☐ Yes ☐ No Does the ISS identify the appropriate training and educational activities? ☐ Yes ☐ No Services concur with assessment and ISS ☐ Yes ☐ No Does ISS coincide with case notes/services ☐Yes ☐ No Was a partner assessment used? **Was a Career Pathway identified during the objective assessment?** ☐ Yes ☐ No	**Scale Scores**: Reading:　　☐　　Post Test Dates: Mathematics: ☐　　Post Test Dates: Language:　☐　　 Post Test Dates:
Youth Services Provided and listed on the S & T page in AJC ☐ Job Search ☐ Development of ISS ☐ Assessment ☐ Career planning Services ☐ Eligibility Determination	

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In-School ☐ Yes ☐ No OR Out-of-School ☐ Yes ☐ No	
Eligibility – In School	**Comments, Source Documents**
☐ Attending School (secondary or postsecondary)	☐ Yes ☐ No Proper documentation. Source:
☐ Age 14-21	☐ Yes ☐ No Proper documentation. Source:
☐ Low Income; **and one or more of the following**	☐ Yes ☐ No Proper documentation. Source:
☐ Basic Skills Deficient	☐ Yes ☐ No Proper documentation. Source:
☐ English Language Learner	☐ Yes ☐ No Proper documentation. Source:
☐ Offender	☐ Yes ☐ No Proper documentation. Source:
☐ Homeless	☐ Yes ☐ No Proper documentation. Source:
☐ Runaway	☐ Yes ☐ No Proper documentation. Source:
☐ Foster care, aged out of foster care, or attain 16 years and left foster care for kinship, guardianship, or adoption	☐ Yes ☐ No Proper documentation. Source:
☐ Out of home placement	☐ Yes ☐ No Proper documentation. Source:
☐ Pregnant or parenting	☐ Yes ☐ No Proper documentation. Source:
☐ Youth with a disability	☐ Yes ☐ No Proper documentation. Source:
☐ Requires additional assistance to complete an educational program.	☐ Yes ☐ No Proper documentation. Source:

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Eligibility – Out of School	Comments, Source Documents
☐ Not attending school	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Age 16-24; **and one or more of the following;**	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ School dropout	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Offender	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Homeless	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Runaway	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Foster care, aged out of foster care, and left foster care for kinship guardianship or adoption;	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Out of home placement	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Pregnant or parenting	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Youth with a disability	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Received high school diploma or equivalent, **who is low income** and	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Basic skills deficient; or	☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ English language learner	
☐ Low income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the LWDA.	☐ Yes ☐ No Proper documentation. <u>Source</u>:
Eligibility- Income Criteria	**Comments, Source Documents**
☐ Yes ☐ No Family members are listed in the participant file, their relationship to the participant, and they meet the definition of family.	☐ Yes ☐ No Family Size is reported correctly in AJC? ☐ Yes ☐ No Proper documentation. <u>Source</u>:
☐ Yes ☐ No The youth is an individual with a disability LLSIL Limit Reported in AJC :	☐ Yes ☐ No Is the disability properly documented in a separate file and matches AJC? ☐ Yes ☐ No Proper documentation. <u>Source</u>:
Total Countable Income Reported in AJC:	
☐ Yes ☐ No Low Income	☐ Yes ☐ No Proof of Income is acceptable? <u>Source</u>:
☐ Yes ☐ No Public Assistance	☐ Yes ☐ No Proof of Public Assistance is acceptable? <u>Source</u>:
☐ Yes ☐ No Free or reduced lunch	☐ Yes ☐ No Proof of free or reduced lunch is acceptable? Source:
☐ Yes ☐ No Lives in High Poverty Area	☐ Yes ☐ No Proof of Lives High Poverty Area is acceptable? Source:

Eligibility-5% Non-low Income Exception	5% Needs Additional Assistance Criterion
In-School Youth ☐ Basic Skills Deficient ☐ English Language Learner ☐ Offender ☐ Homeless ☐ Runaway ☐ In Foster care, aged out of foster care or 16 yrs and left foster care ☐ Eligible under sec. 477 of Social Security Act, or out-of-home placement ☐ Pregnant or parenting ☐ Youth with a disability ☐ Requires additional assistance to complete an educational program to secure or hold employment as defined by the LWDA **Out-of-School-Youth** ☐ Received high school diploma or equivalent, and is Basic skills deficient or ☐ English language learner ☐ Requires additional assistance to enter an educational program or to secure employment.	Requires additional assistance to complete an educational program or to secure or hold employment. Is the 5% Criterion identified in the Local Plan? ☐ Yes ☐ No Documentation is acceptable <u>Source</u>:

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Youth Policy 203-211 Youth Program Elements		
Program Elements Provided		
☐ Tutoring, study skill training, and instruction leading to completion of secondary school, including dropout prevention ☐ Alternative Secondary School Services or Recovery Services ☐ Occupational Skills Training ☐ Education offered concurrently with Workforce preparation activities & Training for a specific Occupation.	☐ Leadership development opportunities ☐ Support Services ☐ Adult Mentoring ☐ Follow-up services ☐ Comprehensive Guidance and Counseling ☐ Financial Literacy Activities ☐ Entrepreneurial Skills Training ☐ Labor Market Information	☐ Activities helping ISY and OSY "Transition" to post-secondary education after obtaining a HSD or HSE.
☐ WEX **Includes**: internships, job shadowing, OJT, summer employment, pre-apprenticeship. Documentation: ☐ Contract/Agreement ☐ Yes ☐ No Educational Component ☐ Yes ☐ No Paid ☐ Yes ☐ No Unpaid ☐ Yes ☐ No Proper documentation	**Training:** Provided by a contract with a Training provider ☐ Yes ☐ No OR ITA ☐ Yes ☐ No OSY ☐ Yes ☐ No Documentation: ☐ Is the related occupation in demand? ☐ Pell ☐ Is the training program listed in the ETPL? ☐ Other	☐ Recognized Credential Received Date: Hard copy in file: ☐ Yes ☐ No ☐ Yes ☐ No Proper documentation
☐ Yes ☐ No Services relate to assessment and ISS ☐ Yes ☐ No Acceptable file documentation of services received ☐ Yes ☐ No Services are reported in AJC **Comments:**		

Support Services Provided

☐ Child/Dependent Care ☐ Transportation ☐ Referrals to healthcare ☐ Linkages to Community services ☐ Training-related assistance/ books/ fees/ school supplies ☐ Payments and fees related to employment and training-related applications, tests, and certifications	☐ Out of Area Job Search ☐ Reasonable Accommodations for individuals with disabilities ☐ Educational Testing assistance	☐ Work-related expenses (uniforms, appropriate work attire, and work-related tools and eyeglasses). ☐ Needs-related payments ☐ Housing/Utility bills ☐ Other Support Services ☐ Incentives and bonuses

Support Services Documentation:

☐ Yes ☐ No   Supportive Services are documented on the ISS

☐ Yes ☐ No   Supportive Services are reported in AJC

☐ Yes ☐ No   Supportive Services based on an assessment

☐ Yes ☐ No   Documentation validates the services are necessary in order to participate in WIOA Title I-B Youth Program services.

☐ Yes ☐ No   Did the participant receive incentives?

☐ Yes ☐ No   Was the incentive included in the ISS?

Comments:

Measurable Skill Gains

☐ Ed. Functional Level Date Set: Date Attained:	☐ Secondary Trans/ Report Card Date Set: Date Attained:	☐ Post-Secondary Trans/Report Card Date Set: Date Attained:	☐ Training Milestone Date Set: Date Attained:	☐ Skills Progression Date Set: Date Attained:

Documentation of Measurable Skill Gain in case file   ☐Yes   ☐ No

Was the type of measurable skill gain set appropriate based on the participant's level of education or type of training service?   ☐ Yes ☐ No

Documentation of Skill Gain in case file   ☐Yes   ☐ No

Educational Functional Level:

☐ Copies of the results of the same version of a pre-test and post-test approved by the National Reporting System that shows an increase of at least one EFL

☐ Documentation that states the participant exited below the secondary level and enrolled in postsecondary education or training

Secondary Diploma/ HSE Attainment:

☐ Documentation of High school Diploma or State-recognized equivalent document completion of secondary diploma or an alternative diploma; or

☐ Documentation participant obtained passing scores on all parts of the Arizona High School equivalency test

Secondary Transcript / Report Card:

☐ Copy of a secondary transcript/ report card that states the participant is meeting Arizona's academic standards. (The report card/ transcript must show that the participant received a D- or above in all classes

Postsecondary Transcript / Report Card:

☐ Copy of postsecondary transcript or reports showing a minimum of 12 hours per semester for full-time students, or a total of at least 12 hours over the course of two completed consecutive semesters during the program year for part-time students (or the equivalent for other than credit hour programs)

☐**Training Milestone:** ☐Documentation based on LWDA's methodology for measuring satisfactory or better progress towards established milestones based on the nature of the service provided from an employer or training provider providing training. (LWDAs must clearly define "progress" in LWDA policy and include types of acceptable types of documentation

Skills Progression:

☐Documentation that the participant passes an employer-required knowledge based exam;

☐Documentation of satisfactory attainment of an element on an industry or occupational competency exam; or

☐Documentation that shows the participant successfully passed another test required to obtain the credential

Follow-Up Services (After Exit)	
☐ Additional Assistance ☐ Adult Mentoring ☐ Career Development ☐ Employer Contact ☐ Employment Progress ☐ Leadership Development	Is youth receiving follow-up services? ☐ Yes ☐ No ☐ NA Case Notes: