

## C2C File Requirements

### Left Side

- ☐ Participant Profile, WIOA Enrollment, Pre Academic and Employment Update Form
  - ☐ Basic Skills Deficient (TABE)
    - 1. Youth Assessment Scores and Forms {pre & post}
  - ☐ ISS
  - ☐ Participant Service & Training Enrollment Form
  - ☐ Attestation Form
  - ☐ Grievance Forms
  - ☐ Photo/Video Form
  - ☐ Participant Name (Driver License, State ID, Social Security Card, Birth Certificate) <circle one>
  - ☐ Social Security card or print out <circle one>
  - ☐ Age (Birth Certificate, Driver License, State ID, Hospital Record of Birth) <circle one>
  - ☐ Selective Service Print Out, Card, or Military Discharge Papers (if applicable) <circle one >
  - ☐ Barrier {{1} HS Dropout, {2} Not attended school in the most recent school year calendar quarter; {3} Offender, {4} Homeless or Runaway, {5} Foster Child or aged out of foster care system, {6} Pregnant or parenting, {7} Disability, {8} HS Grad or Equiv and Basic Skills Deficient, {9} Requires Additional Assistance) <circle one>
  - ☐ Family Size and Income
  - ☐ 5% Exception Form (if applicable) [must be approved by TRPDD Staff]
- All check-offs must be documented**

### Right Side

- ☐ Case Notes including date of worksite visit and monthly contact
- ☐ Completion of **Work Ethics** (certificate)
- ☐ WorkKeys Testing (Youth CRC Form if applicable)
- ☐ Copy of Worksite Agreement
- ☐ Copy of I-9
- ☐ Copy of W-4
- ☐ Copy of form 89-350-98-1 State Tax
- ☐ Copy of each timesheet
- ☐ Copy of High School Diploma, GED, CRC or other acceptable credential (if applicable)
- ☐ Supportive Services documentation, and copy of checks (if received)
- ☐ Youth Academic & Employment Update Form(s) (if applicable)
- ☐ WIOA Youth Program Outcome Form