

THE MISSISSIPPI PARTNERSHIP
Imaging Checklist for Youth

ELIGIBILITY/ENROLLMENT REQUIRED DOCUMENTATION		
Imaged		
	Documentation of the following:	
	SSN	Household Income
	Date of Birth	TANF/SNAP/SSI/Other Public Assistance
	Citizenship Status	Free/Reduced Lunch Recipient
	Selective Service	High Poverty County
	Barrier Documentation	Attending High School (ISY only)
		Assessments for BSD Determination
	Forms:	
	Youth Enrollment Checklist	WIOA Family Size & Income Form
	Release of Information (ISY Only)	WIOA Zero Income Form (if applicable)
	Acknowledgement Form	WIOA Self-Attestation (if applicable)
	MDES Media Form (if applicable)	Youth Objective Assessment Form
	Discrimination Complaints	Youth ISS
	Non-Discrimination Complaints	5% Exception & Approval Email
	Other documentation used in determining eligibility	
WHILE ACTIVE IN THE PROGRAM REQUIRED DOCUMENTATION		
Imaged	Not Applicable	
		Post-Test TABE Scores (if applicable)
		Essential Job Skills Training
		WorkKeys Testing (if applicable)
		Supportive Services Forms & Documentation (if applicable)
		Transcripts & Other Documentation for Measurable Skill Gains (if applicable) (Must include MSG Checklist with supportive documentation)
		ISS Updates (must be completed at least every 90 days while in the program)
Degree/Certificate/Credentials Attained in Program		
		HSE or High School Diploma
		Other Recognized Credentials/Certificates (Must include Credential Verification Checklist with supportive documentation)
Work Experience Information		
		Worksite Agreement & Job Description
		Timesheets
Enters Training		
		Proof of attending training
		Degree/Certificate/Credential upon completion of training
When Youth Completes the Program		
		Other Reason for Exit
WHILE IN FOLLOW-UP REQUIRED DOCUMENTATION		
Imaged	Not Applicable	
1st Quarter After Exit Program Outcome Information		
		Attending Education/Military/Apprenticeship Verification
		Degree/Certificate/Credential attained during 1 st Qrt after Exit Follow-Up
2nd Quarter After Exit Program Outcome Information		
		Attending Education/Military/Apprenticeship Verification
		Degree/Certificate/Credential attained during 2 nd Qrt after Exit Follow-Up
3rd Quarter After Exit Program Outcome Information		
		Attending Education/Military/Apprenticeship Verification
		Degree/Certificate/Credential attained during 3 rd Qrt after Exit Follow-Up
4th Quarter After Exit Program Outcome Information		
		Attending Education/Military/Apprenticeship Verification
		Degree/Certificate/Credential attained during 4 th Qrt after Exit Follow-Up