

# Documentation in Youth Participant Files

Anoka County Job Training Center

Federal law and policy requires all states to ensure documentation associated with key program performance outcomes are accurate and valid and placed in file.

- Documentation needed to determine **Eligibility**
- Documentation for **Payroll**
- Documentation as the youth works towards specific **Goals**

# Documents Needed for Eligibility

- Completed and signed applications (and parent/guardian signature where required)
- Completed, self-attestation forms signed and dated by the participant and case manager (and parent/guardian signature where required)
- Date of Birth documentation
- Social Security card/letter
- Proof of Selective Service registration for all males 18 and older
- Copies of assessment(s) used to determine basic skills deficiencies
- Any IEP and/or paper-based Individual Service Strategy

# Proof of Age

Documentation must have date of birth

- Driver's license or state ID
- Baptismal record
- Governmental issued birth certificate
- A copy of an age certificate issued by local school officials
- DD-214 Report of Transfer or Discharge Paper
- Federal, state or local identification card
- Passport
- Hospital record of birth
- Social Security Administration printout
- Public assistance/social service records
- School records
- Work permits
- Cross match with the Department of Vital Statistics
- Family Bible or tribal records.

Self-attestation is now allowable for date of birth (TEGL 23-19). Staff/youth service providers should make every effort to secure documentation, if possible.

# Social Security Number

Numbers must be documented but the refusal of giving a Social Security number CANNOT be used to deny services to an otherwise eligible individual

- Social Security card (other than a card indicating “not valid for employment)
- W-2 form
- IRS form letter 1722
- Pay stubs
- Social Security benefit checks
- DD-214 Report of Transfer or Discharge
- Military ID
- Other Federal or state ID with a Social Security number.

# Selective Service Registration

for all males born on or after January 1, 1960 who have reached their 18<sup>th</sup> birthday but who have not reached their 26<sup>th</sup> birthday.

- Acknowledgement letter
- Selective Service registration card
- A stamped post office receipt of mailing a registration
- DD-214 Report of Transfer or Discharge
- Selective Service Status Information Letter
- Selective Service registration record (form 3A, Selective Service Verification form)

**Please Note:** Selective Service registration only applies to individuals born as males. Persons born as males, but later identify themselves as something other than male are still legally required to register for Selective Service. Conversely, a person born as a female, but now identifying as something else should not register for Selective Service. Additional information can be found at [www.sss.gov](http://www.sss.gov)

Selective Service registration is NOT included in data validation (with the exception of Youth Re-employment Opportunities grants.) However, this does not change the requirement that males 18 through 26 years of age who participate in WIOA funded programs must be registered with the Military Selective Service System (MSSS) in accordance with WIOA Section 189(h).

# U.S. Citizenship/Authorization to Work Status

U.S. Citizenship/Authorization to Work is required for WIOA eligibility

- Original or certified copies of a birth certificate issued by a state, county, municipal authority or outlying United States possession
- Alien registration card indicating Right to Work (USCIS forms I-151, I-155, I-94, I-197, I-179)
- Voter registration card
- Public assistance or SNAP records
- Naturalization certification
- DD-214 Report of Transfer or Discharge (if place of birth is indicated)
- Foreign passport stamped eligible to work in U.S.
- Hospital record of birth (if place of birth is indicated)
- Native American tribal documentation
- U.S passport (expired or unexpired)
- or any one verification source from List A of the I-9 form OR any one verification source from List B AND any one verification source from List C of the I-9 form (see related links)
- Social Security card unless it is stamped “not valid for employment.”

# Family of One

Documentation is preferred IF eligibility for services under WIOA Youth is based on this designation

Any youth qualifying as a “family of one” under WIOA Youth is an applicant with a disability whose own income is at or below the poverty line, but who is a member of a family whose household income would otherwise be higher.

Note:

**Youth with a disability:** Acceptable documentation includes: School Section 504 records provided by the student, assessment test results. Self-attestation is also permitted; however, the applicant can identify as having a disability but chooses not to self-identify any additional details regarding the disability.

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# Individual/Family Income

Documentation is preferred IF eligibility is based on earnings received; otherwise self-certification is acceptable if it is noted why source documentation is not available

- Pay stubs
- Alimony agreements
- Veterans Administration award letters
- Bank statements
- Compensation award letters
- Court award letters; employer statements
- Family/business financial records
- Housing authority verifications
- Pension statements
- Quarterly estimated tax statements
- Social Security Administration benefit statements
- Unemployment Insurance documents
- Public assistance/SNAP records
- Cross-match with refugee assistance records
- Self-certification (if no other forms of documentation are available).

**NOTE:** For WIOA youth who are out-of-school at the time of enrollment, low income applies only in those cases where the participant is eligible solely on the basis of “needs additional assistance...” OR is an “English Language Learner.” OSY applicants with one or more other barriers do NOT need to meet income eligibility requirements.

# Proof of Receipt of Public Assistance/SNAP

Documentation is required IF it is directly pertinent to eligibility;

Self-certification is acceptable if it is noted why source documentation is not available.

## Acceptable documentation includes:

- Copy of public assistance check
- Public assistance records/printout
- Cross-match with public assistance database
- Copy of authorization to receive SNAP benefits
- SNAP receipt or letter from SNAP agency
- Postmarked SNAP mailer with name and address
- Refugee assistance records
- Medical card showing cash grant status
- Public assistance case number obtained by eligibility determination staff from a call to the public assistance office.

WDAs choosing to use individual/family income as a qualifying factor do NOT need to verify receipt of public assistance/SNAP.

# School Status at time of Enrollment (*not Application*):

Acceptable  
documentation  
includes:

- School ID card
- Transcript
- Report card
- Attendance record
- other student data or record
- Letter from school
- Self-attestation is also permitted under WIOA Youth.

For definition of In School and Out of School Youth see Youth Eligibility Handbook – Office of Youth Development

# A Low-Income Individual

Acceptable  
documentation  
includes:

- “Family of one”
- Free or reduced-price lunch
- Self-attestation is also permissible; case notes should reflect relevant circumstances.

# Basic Skills Deficient

Acceptable  
documentation  
includes:

- Assessment test results
- Applicable records from educational institution (transcripts, academic assessments, other school documentation)
- Case notes.
- **IMPORTANT NOTE: Self-attestation is NOT permitted in this instance.**

# An English Language Learner (ELL)

Acceptable  
documentation  
includes:

- Case notes
- Assessment test results
- Applicable records (transcripts, letters) from an educational institution
- Signed Individualized Service Strategy and/or application enrollment form
- Self-attestation is permitted.

# An Offender

Acceptable  
documentation  
includes:

- Case notes
- Court documents
- Letter of parole
- Letter from probation officer
- Documentation from the juvenile or adult criminal justice system
- Referral transmittal from a reintegration program/agency
- Signed Individualized Service Strategy and/or application or enrollment form
- Self-attestation is also permitted.

# A Homeless Participant, Homeless Youth or Runaway Youth

Acceptable  
documentation  
includes:

- A signed intake application
- Documentation from a shelter or social services agency
- Needs assessment documentation
- Case notes
- Signed individual service strategy
- Documentation from a caseworker or support provider
- Self-attestation is also permitted



# A Foster Youth

Any youth who is 24 years of age or younger at the time of enrollment and is currently in the foster care system or has aged out of the foster care system.

Acceptable  
documentation  
includes:

- Written confirmation from a social services agency
- Case notes
- A copy of transmittal/referral documentation from a foster care agency
- Needs assessment
- Signed intake or application form
- A signed Individual Service Strategy
- Self-attestation is also permitted.

# Pregnant or Parenting Youth

Acceptable  
documentation  
includes:

- Case notes
- Needs assessment
- Women, Infants and Children (WIC) eligibility verification
- TANF/MFIP single-parent eligibility verification.
- Self-attestation is also permitted.

# Youth with a Disability

Acceptable  
documentation  
includes:

- School records/504 records/IEP provided by the student and/or school
- Assessment test results
- Self-attestation is also permitted; however, the applicant can identify as having a disability but chooses not to self-identify any additional details regarding the disability.

# Youth Needing Additional Assistance

An individual who requires additional assistance to complete an educational program or to secure or hold employment

Acceptable  
documentation  
includes:

- Acceptable documentation specific to the assistance being sought
- Definition is defined by local Workforce Development Boards
- This definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the youth identified objectively requires additional assistance.
- Self-attestation

# Students Eligible to Receive (or receiving) Free or Reduced-Price Lunches

May be used as a proxy for meeting low-income requirements under WIOA

Acceptable  
documentation  
includes:

- Self-attestation is permissible
- Documentation or confirmation from the school district the applicant is attending is preferred.

Anoka County has developed a form for the school to complete that assists with gathering much of this needed documentation



**Anoka County**  
MINNESOTA

Respectful, Innovative, Fiscally Responsible

Anoka County Job Training Center  
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Blaine, Minnesota 55434 763-324-2300



## SCHOOL VERIFICATION (Complete in ink!)

### Instructions:

This form is to be completed by a school (teacher, counselor, ESL Instructor) who can verify that the youth applicant qualifies for one of these categories. It is not to be completed by the applicant.

### School Official:

Please check the categories that apply to this youth that you can verify according to your records. For verification purposes, this form cannot be completed by a parent or guardian.

Name of Applicant \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_

Do your records verify this applicant's birth date?  Yes  No

Please check all that apply

- |  |   |
|--|---|
| <input type="checkbox"/> Physical Disability (type) _____  |   |
| <input type="checkbox"/> Mental Disability (type) _____  |   |
| <input type="checkbox"/> Learning Disability (type) _____  |   |
| <input type="checkbox"/> Emotional Disability (type) _____   |   |
| <input type="checkbox"/> Assessed as chemically dependent  | <input type="checkbox"/> Experiencing personal or academic difficulty   |
| <input type="checkbox"/> Foster Child  | <input type="checkbox"/> Potential dropout, or left school and returned   |
| <input type="checkbox"/> Homeless or Runaway Youth   | <input type="checkbox"/> Youth Offender or diversion program client   |
| <input type="checkbox"/> Limited English Proficiency   | <input type="checkbox"/> Basic skills deficiency (at or below 8.9 grade level)                                    |
| <input type="checkbox"/> Actual School Dropout   | <input type="checkbox"/> Teen Parent or pregnant female   |
| <input type="checkbox"/> Will student attend Summer School?<br><input type="checkbox"/> Yes <input type="checkbox"/> No Dates: _____ | <input type="checkbox"/> Youth with an IEP – Individualized Education Plan  |
| <input type="checkbox"/> Receiving free school meals   | <input type="checkbox"/> Youth with educational attainment 1 or more levels below appropriate grade level for age |

I hereby certify that \_\_\_\_\_ is currently/was previously enrolled at(name of school): \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

This Student is currently in the following Grade: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

\*Reading and math grade skill level (this could differ from their current grade level). Please provide grade level (i.e., 9.6, 10.2) equivalents.

Grade Skill Level of Reading \_\_\_\_\_ Test Name and Date: \_\_\_\_\_

Grade Skill Level of Mathematics \_\_\_\_\_ Test Name and Date: \_\_\_\_\_

Signature of School Official \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name and Title \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Anoka County is an equal opportunity employer and service provider.

Upon request, this information can be made available in alternative formats for people with disabilities by calling 763-324-2300.

# Documents Needed for Payroll

- I-9 and documents needed to satisfy Column A or Column B & C of I-9
- W4
- MNW4

# Documentation for Case Management

- Copies of any valid, WIOA-recognized diplomas or other credentials received by the participant during (or after) program participation
- Copies of report cards or transcripts (secondary or post-secondary)
- Copies of subsequent basic skills test results used for meeting the EFL gain portion of the Measurable Skills Gain
- Copies of any correspondence relating to the participant being EXCLUDED from WIOA Performance by the WDA.
- Documentation relating to any support services provided to the participant
- Documentation relating to a participant's Individualized Training Account (ITA)



# Credentials

- Associate's degree
- Bachelor 's degree
- Occupational licensure
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
- Occupational certification
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

See **Chapter 13: Youth Credentials under WIOA** for further details

# Occupational Licenses

- Granted by federal, state or local governmental agencies;
- Mandatory in the relevant jurisdiction;
- Intended to set professional standards and ensure safety and quality of work, such as medical licenses for doctors;
- Required in addition to other credentials (educational awards, apprenticeship, or certification);
- Defined by laws and regulations;
- Time-limited: occupational licenses must be renewed based on meeting on-going requirements to maintain the license;
- Violation of the terms of the license can result in legal action;

# Personal Certifications

- Granted by third-party non-governmental agencies – usually associations, and by companies;
- Intended to set professional standards for qualifications, such as a certification for a crane operator, or a Novell Network Certified Engineer;
- The standards for certifications are not defined by government laws or regulations;
- Usually require successful completion of an examination or assessment, which indicates mastery of competencies as measured against a defensible set of standards;
- Usually must be renewed in some way after a certain time period based on meeting certain requirements for renewal;
- Voluntary – although state licensure boards and employers may specify certification as part of their requirements; and
- Violation of standards or requirements can result in suspension or revocation of certification.

# Additional Information

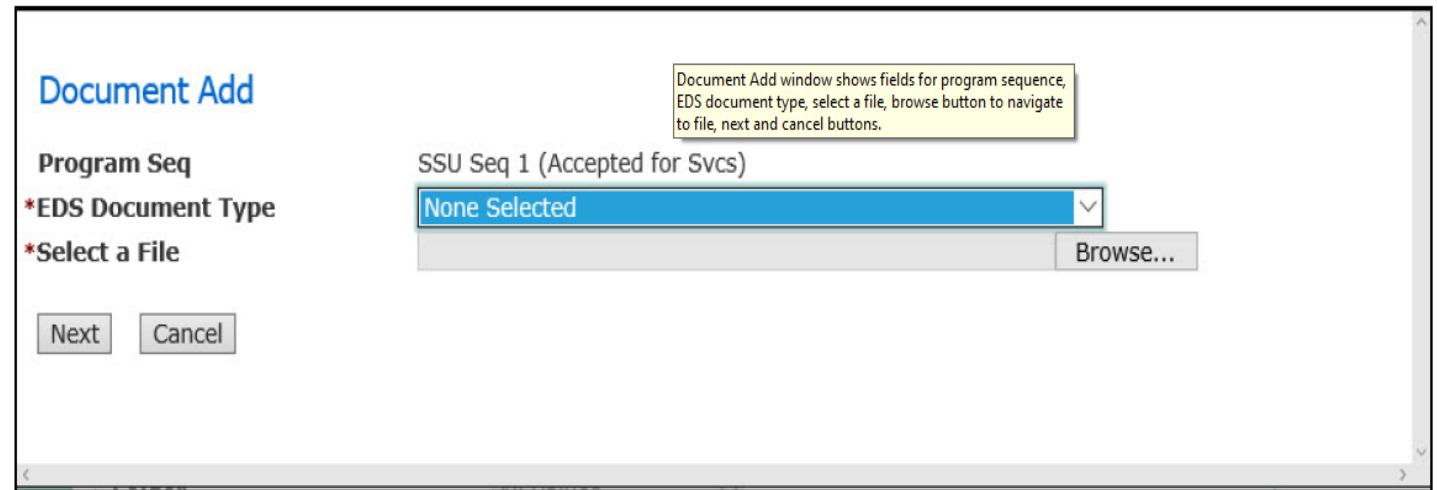
The Eligible Training Provider list including WIOA certified trainings can be found here:

<https://apps.deed.state.mn.us/lmi/cpt/Search>

# How to save using EDS in Wf1

## Add a Document to Workforce One

Users with the appropriate privileges can upload a document at any point in the case management process by selecting the “Add Document” link from the left navigation menu. Inside the Add Document window, you will be able to select the applicable **Program Sequence** to associate with the document, the applicable **EDS Document Types** to relate to the document with similar characteristics, and then select to “**Browse...**” to a file to select for uploading.



**Document Add**

Program Seq  
SSU Seq 1 (Accepted for Svcs)

\*EDS Document Type  
None Selected

\*Select a File  
Browse...

Next Cancel

Document Add window shows fields for program sequence, EDS document type, select a file, browse button to navigate to file, next and cancel buttons.

Select “Next” to view the additional required and optional fields for you to complete called “tags.” Tags allow users to find documents via search. Some tags will have default values assigned to them and some will require their values to be in a specific format such as a date, a number, or a currency value. You can also enter comments and a case note via the Document Add page.

In Anoka County we developed a guide for our counselors to help them know where to put documents in EDS.



# Where to store items in EDS

Anoka County created a document to assist our counselors in storing documents in the correct files in Wf1. Some of the names of our forms did not match up perfectly.

YOUTH EDS Document Placement									
Updated 06-12-2019									
highlighted cells are requests that have been submitted to WF1				Currently Available in WF1?					
JTC Document Name	EDS Document Type	Document Name	Temporary Placement	CP	MYP	TY	ISY	OSY	YAW
SDS	Assessment	Interest Assessment or Inventory		x	x	x	x	x	x
SDS Cover Sheet/Results Page	Assessment	Interest Assessment or Inventory		x	x	x	x	x	x
Math & Reading Test Results	Assessments	Reading, Math Assessment		x	x	x	x	x	x
ROI (Release of Information)	Consent, Release of Information	Consent for Release or Exchange of Information			x	x	x	x	x
Media Release	Consent, Release of Information	Media Release	Consent For Release Or exchange Of Information						
Eligibility Correspondence	Correspondence	Eligibility Correspondence	Letter	x					
Criminal Background Check	Court And Legal	Background Check or Criminal History Record			x	x	x	x	x
504 Plan	Education and Training	504 Plan	Individual Education Plan (IEP)						
HS Diploma	Education and Training	Certificate of Attendance or Completion		x	x	x	x	x	x
Class Schedule	Education and Training	Class List Or Schedule		x	x	x	x	x	x
Credential	Education and Training	Credential		x	x	x	x	x	x
Fee Statement	Education and Training	Financial Aid Award Letter Or Fee Statement		x	x	x	x	x	x
Financial Aid Award Letter	Education and Training	Financial Aid Award Letter Or Fee Statement		x	x	x	x	x	x
College "Account Activity" report	Education and Training	Financial Aid Award Letter Or Fee Statement		x	x	x	x	x	x
Grades	Education and Training	Grades or Transcripts		x	x	x	x	x	x
Transcript	Education and Training	Grades or Transcripts		x	x	x	x	x	x
Individualized Education Program	Education and Training	Individual Education Plan (IEP)			x	x	x	x	x
Individual Training Account Authorization	Education and Training	Training Authorization		n/a					
School Program Curriculum Plan	Education and Training	School Documentation Or School Record		x	x	x	x	x	x
Short Term Training Packet	Education and Training	Training Request		x	x	x	x	x	x
Long Term Training Packet	Education and Training	Training Request		x	x	x	x	x	x
School Verification Form	Education and Training	Verification of School Attendance Or Progress		x	x	x	x	x	x

- Agency, Staff Associated, Document Name, and the Privacy Level fields must be entered prior to uploading the document into EDS.
- The **Staff Associated** dropdown options are listed based on the active staff associated with the Agency related to the logged in user.
- The **Document Name** is the pre-defined title of the document in EDS. It is associated to only one document type. The user can specify a user-defined document name to handle situations where a custom value is desired.
- The **User Defined Document Name** field is used enter a custom value for the document name.
- The **Folder** field provides additional groupings of documents for retrieval. Documents can be assigned to only one folder.




The **Privacy Level** field determines if the document is available for users under the appropriate umbrella rules to view, or if it is only available to the currently assigned staff or users with the privacy privileges. Users with the appropriate privileges have the ability to set the indicator when adding the document.

- **Can Share With Person** will indicate whether a document can or cannot be shared with a user. This just serves as a reminder to the user if they open the document and the person happens to be sitting next to him or her.
- **Received Date** indicates when the document was received by the agency.
- **Document Date** is available if a user would like to store a date that appears on the document that isn't one of the other dates.
- **Signed Date** is the date the document was signed.
- **Expiration Date** is the expiration date of the document.
- **The Reasons for Collecting** field gives the user a dropdown, multi-select list of reasons document was collected.
- **User Defined Date** fields are dates that providers collect that are not captured elsewhere in WF1.
- **User Defined Tag** fields further identifies a document and are used by the direction of each agency.
- The **School** field identifies the school, college, or university associated with the document.
- The **Comments** field communicates any additional information on the document. The comments save directly on the Document Tags and Comments page and are viewed by anyone that has the appropriate privileges.
- The **Case Note** and **Case Note Category** documents client-specific information related to the document that are not formally captured elsewhere in WF1. This should be used to provide additional context, but not to indicate that a user uploaded a document as WF1 already keeps track of that. Notes entered in this textbox saves to the person's Case Note Summary.

Once you have completed the required tag fields, you must select the Upload button. You will receive confirmation that the document uploaded to EDS through a message stating, "Document saved."

# References

- **WIOA Manual Chapter 4**  
Documentation of Eligibility
  - **WIOA Manual Chapter 13**  
Youth Credentials under WIOA
  - **WIOA Manual Chapter 14**  
Electronic Document Storage (EDS)
  - TEGL 23-19
  - Youth Eligibility Handbook
- 
- The logo for Workforce One, featuring the word "WORKFORCE" in white on a blue background and "ONE" in white on a black background.
- EDS User Guide (found Under How-to Guides)