

**Level II Services – Academic and Career Development**

AJCC:	Name:	Grant Code:
App #:	App Date:	Participation Date:
		Exit Date:

**WIOA Application** *(Electronic Signatures Acceptable)*

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was application uploaded to CalJOBS? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Staff /Case Manager Signature <b>Date:</b> _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Application Reviewer Signature <b>Date:</b> _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Participant Signature <b>Date:</b> _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Parent Signature <i>(if applicable, below age 18)</i> <b>Date:</b> _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Application is reviewed and approved prior to providing services <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Reviewer is not same as staff/case manager	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
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**Residence**

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is participant a resident of Los Angeles County? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If not a resident, is a waiver for service provided and uploaded to CalJOBS? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was documentation appropriately uploaded to CalJOBS?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
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**Right to Work** *(As listed on USCIS Form I-9)*

<input type="checkbox"/> <b>LIST A</b> <input type="checkbox"/> US Passport <input type="checkbox"/> Per. Resident Card <input type="checkbox"/> Other: _____ <p align="center"><b>OR</b></p> <input type="checkbox"/> <b>LIST B</b> <input type="checkbox"/> CA ID/DL Card <input type="checkbox"/> School ID w/Photo <input type="checkbox"/> Other: _____ <input type="checkbox"/> <b>LIST C</b> <input type="checkbox"/> SSN Card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other: _____ <b>Right to Work Documents</b> <input type="checkbox"/> Current <input type="checkbox"/> Expiring soon <input type="checkbox"/> Have expired on: _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is signed I-9 and other documents appropriately uploaded to CalJOBS?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
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**Selective Service**

<b>Male 18 years of age or older born after 12/31/1959</b> <input type="checkbox"/> Documentation provided: Ex: <input type="checkbox"/> Print out <input type="checkbox"/> Card <input type="checkbox"/> Other: _____ <input type="checkbox"/> Confirmation Date: _____	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Dated after participation date <input type="checkbox"/> No Documentation	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Was documentation appropriately uploaded to CalJOBS		

**Eligibility**

**WIOA In-School Youth (ISY)**

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Attending any school (Secondary and/or Post-Secondary) <b>AND</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Not younger than <u>16</u> nor older than <u>21</u> <b>AND</b> 1. Low income <input type="checkbox"/> Resides in High poverty Area (Print Out) <input type="checkbox"/> Income Verification <p align="center"><b>AND</b></p> 2. One or more of the following: a) <input type="checkbox"/> Basic Skills Deficient b) <input type="checkbox"/> An English language learner c) <input type="checkbox"/> An offender d) <input type="checkbox"/> A homeless individual, a runaway e) <input type="checkbox"/> An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption f) <input type="checkbox"/> Pregnant/parenting g) <input type="checkbox"/> Individual with disability h) <input type="checkbox"/> An individual who requires additional assistance* to complete an educational program or secure and hold employment <input type="checkbox"/> 5% limitation approval from County in file Which <b>one (1)</b> of the above was documented as the eligibility barrier (ex: a, b, c, d, e, f, g, or h)? _____ Was the barrier substantiated with proper documents: <input type="checkbox"/> <b>Yes</b> (If yes, list documents below) <input type="checkbox"/> <b>No</b> Documents collected: _____	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Was documentation appropriately uploaded to CalJOBS?	

**WIOA Out-of-School Youth (OSY)**

1. Not attending any school <b>OR</b> <input type="checkbox"/> Is a foster youth but in school (As allowed per P3 waiver)? <input type="checkbox"/> Is attending school through partnership with Title II Adult Education, Job Corps, YouthBuild, or High School Equivalency program. 2. Not younger than <u>16</u> nor older than <u>24</u> <p align="center"><b>AND</b></p> 3. One or more of the following: a) <input type="checkbox"/> School dropout (No diploma or equivalent)	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
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- b)  Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.
- c)  Recipient of a secondary school diploma or its recognized equivalent who is low income and either basic skills deficient or/and English language learner
- d)  An individual who is subject to the juvenile or adult justice system
- e)  A homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 19994 (42 U.S.C. 14043e-2(6)), a homeless child or youth who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)) or a runaway
- f)  An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement.
- g)  An individual who is pregnant or parenting
- h)  A youth who is with disability
- i)  A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

**For criteria c and i only:**

- Resides in High poverty Area (Print Out)       Income Verification

Which one of the above was documented as the eligibility barrier (ex: a, b, c, d, e, f, g, h, or i): \_\_\_\_\_

Was the barrier substantiated with proper documentation:  Yes (If yes, list documents below)  No

Documents collected: \_\_\_\_\_

Yes  No  N/A Was documentation appropriately uploaded to CalJOBS?

**Initial Assessment & Basic Skills Testing**

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are all requirements of initial assessment met on enrollment? <input type="checkbox"/> Aptitudes & Abilities <input type="checkbox"/> Supportive Service Determination <input type="checkbox"/> Basic Skills	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is an assessment from a partner agency used? If so, from what agency: _____	<b>Comments:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If a basic skills test is provided, what assessment tool is used: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If CASAS, which assessment was used? <input type="checkbox"/> Appraisal Only <input type="checkbox"/> Appraisal and Pre-Test <input type="checkbox"/> Post-Test	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no basic skills testing is provided, is a valid reason given for lack of testing?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are basic skills test results accurately reported in CalJOBS and case notes?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are initial assessment testing tools stored in the participant case file?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are initial assessment testing tools legible, dated, and signed by staff?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Was documentation appropriately uploaded to CalJOBS?	

**Objective Assessment Summary (OAS) and Individual Service Strategy (ISS)**

<input type="checkbox"/> Yes <input type="checkbox"/> No Was eligibility established before OAS? <input type="checkbox"/> Yes <input type="checkbox"/> No Was OAS completed within 30 days of enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No Was an initial assessment completed before the OAS? <input type="checkbox"/> Yes <input type="checkbox"/> No Was the OAS signed? <input type="checkbox"/> Yes <input type="checkbox"/> No Was the ISS signed? <input type="checkbox"/> Yes <input type="checkbox"/> No Are the required CalJOBS activity codes open? OAS (412) <input type="checkbox"/> ISS (413) <input type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> No Is ISS linked to one or more performance outcome? <input type="checkbox"/> Yes <input type="checkbox"/> No Has AJCC designated staff connected with youth at least once a month? <input type="checkbox"/> Yes <input type="checkbox"/> No Was documentation appropriately uploaded to CalJOBS?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
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**Performance**

Outcome Sought	Completion Date or Estimated Completion Date
Placement in unsubsidized Employment/Military <input type="checkbox"/>	/ /
Placement in Post-Secondary Education <input type="checkbox"/>	/ /
Placement in Advanced Training <input type="checkbox"/>	/ /
Attainment of Degree or Certificate <input type="checkbox"/>	/ /

**Work Experience**

<input type="checkbox"/> Yes <input type="checkbox"/> No Academic or Educational Component	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Job Shadowing (409)</td> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Internship – Paid (427)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Summer Employment (400)</td> <td style="padding: 2px;"><input type="checkbox"/> Pre-apprenticeship (431)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Unpaid Work Experience (426)</td> <td style="padding: 2px;"><input type="checkbox"/> Paid Work Experience (425)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Internship – Unpaid (408)</td> <td style="padding: 2px;"><input type="checkbox"/> On-the-Job Training (OJT – 428)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Paid Work Experience (425)</td> <td></td> </tr> </table>	<input type="checkbox"/> Job Shadowing (409)	<input type="checkbox"/> Internship – Paid (427)	<input type="checkbox"/> Summer Employment (400)	<input type="checkbox"/> Pre-apprenticeship (431)	<input type="checkbox"/> Unpaid Work Experience (426)	<input type="checkbox"/> Paid Work Experience (425)	<input type="checkbox"/> Internship – Unpaid (408)	<input type="checkbox"/> On-the-Job Training (OJT – 428)	<input type="checkbox"/> Paid Work Experience (425)		<b>Comments:</b>
<input type="checkbox"/> Job Shadowing (409)	<input type="checkbox"/> Internship – Paid (427)										
<input type="checkbox"/> Summer Employment (400)	<input type="checkbox"/> Pre-apprenticeship (431)										
<input type="checkbox"/> Unpaid Work Experience (426)	<input type="checkbox"/> Paid Work Experience (425)										
<input type="checkbox"/> Internship – Unpaid (408)	<input type="checkbox"/> On-the-Job Training (OJT – 428)										
<input type="checkbox"/> Paid Work Experience (425)											
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Work permit/certificate of age if youth under 18 years of age Work Permit Start Date: _____ End Date: _____											
<input type="checkbox"/> Yes <input type="checkbox"/> No Work Experience falls within work permits issue dates? <input type="checkbox"/> Yes <input type="checkbox"/> No W-4 Form is signed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Was documentation appropriately uploaded to CalJOBS?											

**Consent and Release agreement:**  
 **Yes**  **No** Consent and Release Agreement (June 2019) signed by the Youth and Parent?  
 **Yes**  **No**  **N/A** Was documentation appropriately uploaded to CalJOBS?

**Worksite Expectations Review:**  
 **Yes**  **No** Worksite Expectations Review form uploaded to CalJOBS?  
 **Yes**  **No** The form is signed by the youth?  
 **Yes**  **No** The form is signed by the parent or guardian if under 18?  
 **Yes**  **No** The form is signed by agency staff?  
 **Yes**  **No** The form is signed by worksite representative?

**Timesheets:**  
 **Yes**  **No** Signed by Youth  
 **Yes**  **No** Reviewed by Agency staff to verify compliance of Labor Laws.  
 **Yes**  **No** Usage of whiteout to correct errors?  
 **Yes**  **No** Issues with date alterations?  
 **Yes**  **No**  **N/A** Are changes/corrections initialed?  
 **Yes**  **No** Are daily/total number(s) of hours calculated correctly?  
 **Yes**  **No** Are breaks and lunches taken as directed by Labor Laws?  
 **Yes**  **No**  **N/A** Was documentation appropriately uploaded to CalJOBS?

**Worksite:**  
 **Yes**  **No** Is the Worksite Agreement uploaded to CalJOBS?  
 **Yes**  **No** Is the Worksite Checklist uploaded to CalJOBS?

**Performance Evaluation:**  
 **Yes**  **No** Monthly Performance Evaluation signed & dated by worksite supervisor/case manager/youth?  
 Date(s) evaluation was conducted: \_\_\_\_\_  
 **Yes**  **No** Final Performance Evaluation signed & dated by worksite supervisor/case manager/youth?  
 Date evaluation was conducted: \_\_\_\_\_  
 **Yes**  **No**  **N/A** Was documentation appropriately uploaded to CalJOBS?

<b>Supportive Services Expenditures</b>		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Need is documented		<b>Comments:</b>
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Supportive documentation is included (e.g. receipts)		
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Appropriate Supportive Services activity code opened?		
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Do Supportive Services timeline align with activities?		
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Are Supportive Services provided appropriate?		
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Was documentation appropriately uploaded to CalJOBS?		

<b>Documentation for Grievance/Complaint Procedures</b>		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> WIOA Complaint and Resolution Policies and Procedures Participant Acceptance Form (Dated 4/2020) properly filled out, signed, dated and uploaded to CalJOBS		<b>Comments:</b>
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> WIOA Applicant Acknowledgement Statements (Dated 1/2019), signed, dated and uploaded to CalJOBS		

<b>Measurable Skills Gain</b> <i>(Only for exited participants)</i>		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Has participant advanced in or completed a training or educational program where advancement or completion qualifies as a Measurable Skills Gain?		<b>Comments:</b>
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> If yes, has Measurable Skills Gain been reported accurately in CalJOBS?		
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Was documentation appropriately uploaded to CalJOBS?		

<b>Follow-Up and Follow-Up Services</b>		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Were Follow-Up Services offered to participant upon employment & program exit		<b>Comments:</b>
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are any Follow-up services provided?		
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> If so, are Follow-up services fully documented and uploaded to CalJOBS, in case notes, with appropriate CalJOBS codes?		

<b>Certification of Review</b>		
WDACS REPRESENTATIVE NOTES:		
All Requirements Met: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
NOTES:		
_____	_____	_____
<i>AJCC REPRESENTATIVE PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>
_____	_____	_____
<i>WDACS REPRESENTATIVE PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>