

**Community and Senior Services (CSS) Technical Assistance Checklist PY 2016-17  
WIOA Youth Program Grant 301**

AJCC: \_\_\_\_\_

Youth Agency: \_\_\_\_\_

Name:	App #:	Participation Date:	Grant Code: 301
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**WIOA Application**

Review	Signature Date	Staff Name	
App Review			Requirement Met: <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
Staff / Case Manager Signature			

\*Application must be reviewed and approved prior to providing services. Reviewer cannot be same as staff / case manager.

**Right to Work (As listed on INS 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 Card <input type="checkbox"/> CA Diver License <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: _____	Requirement Met: <input type="checkbox"/> NA <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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Dated after participation date <input type="checkbox"/> No Documentation	Requirement Met: <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
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**Eligibility**

<ol style="list-style-type: none"> <li>1. Not attending any school <b>AND</b>  <input type="checkbox"/> Is a foster youth but in school</li> <li>2. Not younger than <u>17</u> nor older than <u>24</u>  <b>AND</b></li> <li>3. One or more of the following:           <ol style="list-style-type: none"> <li>a) <input type="checkbox"/> School dropout (No diploma or equivalent)</li> <li>b) <input type="checkbox"/> Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.</li> <li>c) <input type="checkbox"/> Recipient of a secondary school diploma or its recognized equivalent who is low income and either basic skills deficient or/and English language learner</li> <li>d) <input type="checkbox"/> An individual who is subject to the juvenile or adult justice system</li> <li>e) <input type="checkbox"/> A homeless youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under Social Security Act section 477, or in an out-of-home placement</li> <li>f) <input type="checkbox"/> An individual who is pregnant or parenting</li> <li>g) <input type="checkbox"/> A youth who is with disability</li> <li>h) <input type="checkbox"/> A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.</li> </ol> <input type="checkbox"/> Meets high poverty 25% criteria    <input type="checkbox"/> Print Out    <input type="checkbox"/> CalJOBS    (For criteria c and h only)         </li> </ol>	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Barrier Documentation and Income/ Support Documentation (If "c" or "h")**

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**OAS and ISS**

OAS signed in file? <input type="checkbox"/> Yes <input type="checkbox"/> No OAS in CalJOBS? <input type="checkbox"/> Yes <input type="checkbox"/> No	ISS authorization forms in file? <input type="checkbox"/> Yes <input type="checkbox"/> No ISS in CalJOBS? <input type="checkbox"/> Yes <input type="checkbox"/> No ISS linked to one or more performance outcome? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Work Experience**

<input type="checkbox"/> On-the-Job Training (OJT) <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Summer Employment <input type="checkbox"/> Pre-apprenticeship <input type="checkbox"/> Internships	Requirement Met: <input type="checkbox"/> Academic <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Education <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Supportive Services Expenditures**

<input type="checkbox"/> Yes <input type="checkbox"/> No    Need is documented <input type="checkbox"/> Yes <input type="checkbox"/> No    Supportive documentation is included (e.g. receipts) <input type="checkbox"/> Yes <input type="checkbox"/> No    Appropriate Supportive Services activity code opened	Requirement Met: <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
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**Documentation for Grievance/Complaint Procedures**

<input type="checkbox"/> Yes <input type="checkbox"/> No    WIOA Complaint and Resolution Policies/ Procedures (Dated 5/2011) <input type="checkbox"/> Yes <input type="checkbox"/> No    WIOA Applicant Acknowledgement Statements (Dated 5/2011), signed and dated	Requirement Met: <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
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Performance	
Outcome Sought	Proposed Method of Attaining Outcome Goal (See ISS)
Placement in Employment	
Placement in Post-Secondary Education and/or Advanced Training	
Attainment of Degree or Certificate	
Measurable Skills Gain	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Has participant advanced in or completed a training or educational program where advancement or completion qualifies as a Measurable Skills Gain? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, has Measurable Skills Gain been reported accurately in CalJOBS? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is the Measurable Skills Gain information printed and on file? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is support documentation on file to validate the type of achievement made?	Requirement Met: <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
Training Services	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Training need and benefit is documented (ISS) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Local LMI used to link to in demand occupations <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OES/O-Net code present Code _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Identification and selection of ITA through assessment (OAS/ISS/Basic Skills) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Enrolled in appropriate training activity code in CalJOBS <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A ITA matches I-Train and CalJOBS ETPL approved course printout <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Training provider performance data <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Certificates of Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If employed, link to employment <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Complete, signed, and dated ITA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Documentation of payments made <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Pell Eligibility. Documentation of Pell use of tuition in file?	Requirement Met: <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is an assessment from a partner agency used? If so, from what agency: _____ <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"/> 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 Is the initial assessment activity code open in CalJOBS?	Requirement Met: <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
Follow-Up and Follow-Up Services	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is participant placement in a training related occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Were Follow-Up Services offered to participant upon employment & program exit <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are any Follow-up services provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If so, are Follow-up services fully documented on file, in case notes, with appropriate CalJOBS codes open? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 1 <sup>st</sup> Quarter Follow-Up Completed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 2 <sup>nd</sup> Quarter Follow-Up Completed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 3 <sup>rd</sup> Quarter Follow-Up Completed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 4 <sup>th</sup> Quarter Follow-Up Completed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is Supplemental data to support Follow-up status (Employment verification, check stubs....etc.) on file?	Requirement Met: <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
Certification of Review	
CSS REPRESENTATIVE NOTES:	
All Requirements Met: <input type="checkbox"/> Yes <input type="checkbox"/> No	
NOTES:	
_____ CSS REPRESENTATIVE PRINT NAME <span style="margin-left: 200px;">SIGNATURE</span> <span style="margin-left: 100px;">DATE</span>	