

# PARTICIPANT CASE FILE CHECKLIST

Participant Checklist	
Section 1	<p><b>Eligibility Documentation</b></p> <p>CalWORKs Confidential Verification            Foster Verification            Documentation for Birth Date/Age            US Work Authorization I-9 Supporting Documentation            High Poverty Area Map print out</p>
Section 2	<p><b>Assessment Forms</b></p> <p>Individual Assessment Form            Monthly PE            Final PE</p>
Section 3	<p><b>Work Experience Documentation</b></p> <p>W-4 Form            Form I-9            Work Permit            Worksite Expectations Review</p>
Section 4	<p><b>Consent Agreements, Case Notes and Miscellaneous</b></p> <p>Age Appropriate Consent &amp; Release Agreement            Case Notes &amp; Correspondence            PET Verification Form            Supportive Services Receipts</p>
Section 5	<p><b>Time Records &amp; File Checklist</b></p> <p>Timesheets            Participant File Checklist- <i>To be issued prior to TA visit</i></p>
Section 6	<p><b>CW Only Forms</b></p> <p>Language Designation Form- PA 481            Complaint &amp; Resolution Form- PA 607 - initialed by the youth/parent Complaint &amp; Resolution Form – PA 607 - completed if a complaint was filed</p>
Modified Eligibility	<p><b><i>Only for youth that will be carried over into the new year or youth that participated in the prior year and will re-enroll in the new year.</i></b></p> <p><i>AJCCs may use the same file to contain the program year documentation. A cover sheet indicating the new fiscal year to separate new documents from the prior year(s) is required. The same Section 1 documents may be used provided that the documents utilized are still valid. All other section documents must be new and reflect the current year.</i></p>