

**Department of Economic Opportunity (DEO) Technical Assistance Checklist  
PY 2022-23 Youth@Work Elevate Program**

AJCC:	Name:	Grant Code: 917
Title I App #:	App Date:	Cohort #:
		Exit Date:

General Eligibility		
<b>Residence</b>		
<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> Was documentation appropriately uploaded to CalJOBS?		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<b>Youth@Work Generic Module</b>		
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was Generic Module application created on CalJOBS? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Does the Title I application # match the application # provided on the Generic Module? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is the correct Cohort selected on the Generic Module? Cohort #: _____		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<b>Right to Work</b> (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: _____	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<b>OR</b>		
<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> Are signed I-9 and supporting documents appropriately uploaded to CalJOBS?		
<b>W4</b>		
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> W-4 Form is signed? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is the W-4 Form uploaded to CalJOBS?		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<b>Selective Service</b>		
<b>Male 18 years of age or older born after 12/31/1959</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<input type="checkbox"/> Documentation provided: Ex: <input type="checkbox"/> Print out <input type="checkbox"/> Card <input type="checkbox"/> Other: _____	<input type="checkbox"/> Dated after participation date: _____	
<input type="checkbox"/> Registration Date: _____	<input type="checkbox"/> No Documentation	

<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>Work Permit (if under 18 years of age)</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Work permit, if participant is under 18 years of age <b>or</b> certificate of age, if under 18 with a high school diploma Work Permit Start Date: _____ End Date: _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Work Experience falls within work permits issue dates? <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?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<b>Consent and Release Agreement</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was the Consent and Release Agreement signed by the participant and parent, if under the age of 18? <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?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>

<b>Eligibility Criteria</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Not younger than <u>17</u> nor older than <u>24</u> <p style="text-align: center;"><b>AND</b></p> One or more of the following: <input type="checkbox"/> Identifies as LGBTQ+ <input type="checkbox"/> Is experiencing homelessness <b>OR</b> has previously experienced homelessness <input type="checkbox"/> Is currently in the foster system <b>OR</b> has previously been in the foster system <input type="checkbox"/> Is themselves justice impacted <b>OR</b> a direct family member has been justice impacted  Was the barrier substantiated with proper documents and uploaded to CalJOBS: <input type="checkbox"/> <b>Yes</b> (If yes, list documents below) <input type="checkbox"/> <b>No</b>  Document collected: _____  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is the Participant Eligibility Checklist completed and signed by the participant and staff? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Does the Participant Eligibility Checklist match the Enrollment Category selected on the Generic Module? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is the Participant Eligibility Checklist uploaded to CalJOBS?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>

<b>Program Services</b>	
<b>Personal Enrichment Training</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was Personal Enrichment Training (PET) provided to the participant? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was activity code <b>435 – Career Counseling/Planning</b> opened and closed? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was the activity opened under local grant code <b>LAO917 – ARP Youth@Work Elevate</b> ? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are PET hours documented on the Generic Module?	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<b>Group Mentoring</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Did the participant attend Group Mentoring? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was activity code <b>410 – Leadership Development Services</b> opened and closed?	

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was the activity opened under local grant code <b>LAO917 – ARP Youth@Work Elevate?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are Group Mentoring hours documented on the Generic Module?	
<b>Work Experience</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was activity code <b>425 – Work Experience</b> opened? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was the activity opened under local grant code <b>LAO917 – ARP Youth@Work Elevate?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Does activity code start dates and end dates match services provided? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are WEX hours documented on the Generic Module? <b>Worksite Expectations Review:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> The form is signed by the participant? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> The form is signed by the parent or guardian if under 18? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> The form is signed by agency staff? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> The form is signed by worksite representative? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Are the duties performed clearly defined (ex. Not “Clerical”)? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Are the scheduled hours listed (ex. Not “Varies”)? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Worksite Expectations Review form uploaded to CalJOBS? <b>Timesheets:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Signed by participant <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Usage of whiteout to correct errors? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Issues with date alterations? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are changes/corrections initialed? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Are daily/total number(s) of hours calculated correctly? <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>Worksite Agreement &amp; Worksite Checklist:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is the Worksite Agreement & Worksite Checklist signed and completed before the participant placement date? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is the Worksite Agreement uploaded to CalJOBS or made available? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is the Worksite Checklist uploaded to CalJOBS or made available? <b>Performance Evaluation:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was the Performance Evaluation completed after 100 hours of WEX, signed & dated by worksite supervisor/case manager/participant? Date evaluation was conducted: _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Final Performance Evaluation signed & dated by worksite supervisor/case manager/participant? Date evaluation was conducted: _____ <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?	Requirement Met: <input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Comments:</b>
<b>Supportive Services Expenditures</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> Are appropriate Supportive Services activity codes opened & closed the same day? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Does Supportive Services timeline align with activities? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Are Supportive Services provided appropriate for activities?	Requirement Met: <input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <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?		
<b>Incentives</b>		
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Were incentives provided? If so, date incentives issued: _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Was incentive justified? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is the amount of planned and approved funding documented? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is there verification that services were received? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is <b>Incentive Payment (419)</b> activity code opened along with appropriate activity code directly tied to training activities, education and/or work experiences? <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?		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>

<b>Outcomes</b>	
Has the AJCC reported an outcome? <input type="checkbox"/> <b>Yes (Complete below)</b> <input type="checkbox"/> <b>No</b>	
Has the participant been exited? <input type="checkbox"/> <b>Yes (Complete below)</b> <input type="checkbox"/> <b>No</b>	
<b>Employment &amp; Education</b>	
<input type="checkbox"/> Placement in unsubsidized Employment/Military <input type="checkbox"/> 2 <sup>nd</sup> Quarter After Exit <input type="checkbox"/> 4 <sup>th</sup> Quarter After Exit	<b>Date:</b>
<input type="checkbox"/> Placement in Post-Secondary Education <input type="checkbox"/> 2 <sup>nd</sup> Quarter After Exit <input type="checkbox"/> 4 <sup>th</sup> Quarter After Exit	<b>Date:</b>
<b>Credential Attainment</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Has participant attained postsecondary credential or secondary school diploma, or equivalent, during participation or within 1 year after exit? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> If yes, has Credential Attainment been reported accurately and uploaded to CalJOBS?	
<b>Advance Training</b>	
<input type="checkbox"/> Placement in Advanced Training <input type="checkbox"/> 2 <sup>nd</sup> Quarter After Exit <input type="checkbox"/> 4 <sup>th</sup> Quarter After Exit	<b>Date:</b>
<input type="checkbox"/> Global Exclusion, if applicable (health/medical, incarcerated, deceased, reservist called to Active Duty, or foster youth moved out of service area)	<b>Date</b>

<b>Case Notes</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are case notes detailed? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are case notes updated regularly and documented in a timely manner?	
Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>	

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

LAST UPDATED: 12/2022