Workforce Development, Aging and Community Services (WDACS) Technical Assistance Checklist PY 2020-21
Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Programs

AJCC: _____ Participant Name _____ _____ Grant Code: _____

App #:	App Date:	Participation Date:	Exit Date:

WIOA Application *(Electronic Signatures Acceptable)*

☐ **Yes** ☐ **No** Staff /Case Manager Signature **Date:** _____ _____
☐ **Yes** ☐ **No** Application Reviewer Signature **Date:** _____ _____
☐ **Yes** ☐ **No** Participant Signature **Date:** _____
☐ **Yes** ☐ **No** Application is reviewed and approved prior to providing services
☐ **Yes** ☐ **No** Reviewer is not same as staff/case manager
☐ **Yes** ☐ **No** Was documentation appropriately uploaded to CalJOBS?

Requirement Met:
☐ Yes ☐ No
Comments:

Residence

☐ **Yes** ☐ **No** Is participant a resident of Los Angeles County?
☐ **Yes** ☐ **No** ☐ **N/A** If not a resident, is a waiver for service provided and on file?
☐ **Yes** ☐ **No** ☐ **N/A** Was documentation appropriately uploaded to CalJOBS?

Requirement Met:
☐ Yes ☐ No
Comments:

Right to Work *(As listed on USCIS Form I-9)*

☐ **LIST A:** ☐ US Passport ☐ Per. Resident Card ☐ Other: ____
OR
☐ **LIST B:** ☐ CA ID Card ☐ CA Driver License ☐ Other: ____
☐ **LIST C:** ☐ SSN Card ☐ Birth Certificate ☐ Other: ____
Right to Work Documents: ☐ Current ☐ Expiring soon ☐ Have expired on:

☐ **Yes** ☐ **No** Was documentation appropriately uploaded to CalJOBS?

Requirement Met:
☐ Yes ☐ No
Comments:

Selective Service

Male 18 years of age or older born after 12/31/1959 ☐ Yes ☐ No
☐ Documentation provided:
Ex: ☐ Print out ☐ Card ☐ Letter ☐ Other: ____
☐ Confirmation Date: _____
☐ No Documentation
☐ Dated after participation date

☐ **Yes** ☐ **No** ☐ **N/A** Was documentation appropriately uploaded to CalJOBS

Requirement Met:
☐ NA ☐ Yes ☐ No
Comments:

Dislocated Worker Program Eligibility *(WDP D19-36 WIOA DW Eligibility applies during COVID-19 period)*

Dislocated Worker Category: _____ _____ _____ _____
Documents Used: 1_____ 2_____ 3_____ _____

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

Requirement Met:
☐ NA ☐ Yes ☐ No
Comments:

Income/ Public Assistance Determination for Priority of Services (Adult Only) *(Basic Skills Deficiency Determination captured in next section)*

Public Assistance Determination
☐ **Yes** ☐ **No** ☐ **N/A** Is participant a public assistance recipient?
☐ **Yes** ☐ **No** ☐ **N/A** Is public assistance status accurately reported in CalJOBS?
☐ **Yes** ☐ **No** ☐ **N/A** Is documentation of participant's receipt of public assistance uploaded to CalJOBS?

Income Determination
☐ **Yes** ☐ **No** ☐ **N/A** Is income calculation: ☐ **Conducted** ☐ **Calculated Correctly** ☐ **Uploaded to CalJOBS**
☐ **Yes** ☐ **No** ☐ **N/A** Is income and status accurately reported in CalJOBS?
☐ **Yes** ☐ **No** ☐ **N/A** Is income and status accurately documented and uploaded to CalJOBS?

Requirement Met:
☐ NA ☐ Yes ☐ No
Comments:

Initial Assessment & Basic Skills Testing
(Basic skills & Aptitudes Needed if Prior to Covid-19. If enrolled during COVID-19 period, these assessments Only needed for those in Training Services per WDP D19-32)

☐ **Yes** ☐ **No** ☐ **N/A** Are all requirements of initial assessment met on enrollment ☐ **Aptitudes & Abilities** ☐ **Supportive Service Determination** ☐ **Basic Skills**
☐ **Yes** ☐ **No** ☐ **N/A** Is an assessment from a partner program used? If so, from what partner program: _____
☐ **Yes** ☐ **No** ☐ **N/A** If a basic skills test is provided, what assessment tool is used: _____ _____
☐ **Yes** ☐ **No** ☐ **N/A** If no basic skills testing is provided, is a valid reason given for lack of testing?
☐ **Yes** ☐ **No** ☐ **N/A** Are basic skills test results accurately reported in CalJOBS and case notes?
☐ **Yes** ☐ **No** ☐ **N/A** Is Participant Basic Skills Deficient?
☐ **Yes** ☐ **No** ☐ **N/A** Are initial assessment testing tools legible, dated, and signed by staff?
☐ **Yes** ☐ **No** ☐ **N/A** Is the initial assessment activity code open in CalJOBS?
☐ **Yes** ☐ **No** ☐ **N/A** Are initial assessment testing tools uploaded to CalJOBS?

Requirement Met:
☐ NA ☐ Yes ☐ No
Comments:

Last Updated: 8.14.2020

Individual Employment Plan (IEP)

☐ **Yes** ☐ **No** ☐ **N/A**	Is need for Individualized Career Services documented in case notes?	**Requirement Met:**
☐ **Yes** ☐ **No** ☐ **N/A**	Was an IEP Developed prior to providing individualized services?	☐ NA ☐ Yes ☐ No
☐ **Yes** ☐ **No** ☐ **N/A**	Does the IEP include the Objective Assessment Summary (OAS)?	**Comments:**
☐ **Yes** ☐ **No** ☐ **N/A**	Are required CalJOBS activity codes open?: **OAS (203)** ☐ **IEP (205)** ☐	
☐ **Yes** ☐ **No** ☐ **N/A**	Is the IEP updated continuously as activities occur?	
☐ **Yes** ☐ **No** ☐ **N/A**	Does the IEP provide a plan of activity for the participant?	
☐ **Yes** ☐ **No** ☐ **N/A**	Is the IEP dated and signed by the participant?	
☐ **Yes** ☐ **No** ☐ **N/A**	Are the IEP and OAS uploaded to CalJOBS?: **OAS** ☐ **IEP** ☐	

Supportive Services

☐ **Yes** ☐ **No**	Are Sup. Services provided for participation in WIOA career and/or training activities?	**Requirement Met:**
☐ **Yes** ☐ **No**	Have community resources been sought prior to providing Sup. Serv. (Case Noted)	☐ NA ☐ Yes ☐ No
☐ **Yes** ☐ **No**	Is a financial needs assessment validating Sup. Serv. need completed and uploaded to CalJOBS? (Case noted assessment also accepted)	**Comments:**
☐ **Yes** ☐ **No**	Are Supportive Services provided reasonable?	
☐ **Yes** ☐ **No**	Are Supportive Services provided in a timely manner? (3-day turnaround timeframe)	
☐ **Yes** ☐ **No**	If not, has the agency case noted why the 3-day timeframe was not met?	
☐ **Yes** ☐ **No**	Is support documentation uploaded to CalJOBS? (e.g. receipts)	
☐ **Yes** ☐ **No**	Are appropriate Supportive Services activity codes opened in CalJOBS?	

Documentation for Grievance/Complaint Procedures

☐ **Yes** ☐ **No**	WIOA Complaint and Resolution Policies and Procedures Participant Acceptance Form (Dated 4/2020) properly filled out, signed, dated and uploaded to CalJOBS	**Requirement Met:** ☐ NA ☐ Yes ☐ No
☐ **Yes** ☐ **No**	WIOA Applicant Acknowledgement Statements (Dated 1/2019), signed, dated and uploaded to CalJOBS	**Comments:**

Case Notes and Documentation

☐ **Yes** ☐ **No** ☐ **N/A**	Are case notes detailed, clear, and fully developed?	**Requirement Met:**
☐ **Yes** ☐ **No** ☐ **N/A**	Do case notes indicate initial assessment was conducted on enrollment and include initial assessment results and interpretation?	☐ NA ☐ Yes ☐ No
☐ **Yes** ☐ **No** ☐ **N/A**	Do case notes include a plan of activity for the customer?	**Comments:**
☐ **Yes** ☐ **No** ☐ **N/A**	Are applicant statements complete, clear, detailed, fully developed and uploaded to CalJOBS?	
☐ **Yes** ☐ **No** ☐ **N/A**	Is confidential health information & Participant PII secured and kept in separate location?	
☐ **Yes** ☐ **No** ☐ **N/A**	Are medical and disability related questions redacted from any printed CalJOBS forms?	
☐ **Yes** ☐ **No** ☐ **N/A**	Do Activity codes match information in the case notes?	
☐ **Yes** ☐ **No** ☐ **N/A**	Is documentation supporting services uploaded to CalJOBS? (i.e. Job Referrals, IEP)	
☐ **Yes** ☐ **No** ☐ **N/A**	Is documentation supporting planned break in services uploaded to CalJOBS?	

Training Services

☐ **Yes** ☐ **No** ☐ **N/A**	Is training need and benefit clearly documented?	**Requirement Met:**
☐ **Yes** ☐ **No** ☐ **N/A**	Is local LMI used to link training to in demand occupations? Is LMI uploaded to CalJOBS?	☐ NA ☐ Yes ☐ No
☐ **Yes** ☐ **No** ☐ **N/A**	Is a comprehensive assessment used to identify training course? Is document uploaded to CalJOBS?	**Cohort Training:** ☐ NA ☐ Yes ☐ No
☐ **Yes** ☐ **No** ☐ **N/A**	Is customer choice requirement met? Is documentation uploaded to CalJOBS?	**Comments:**
☐ **Yes** ☐ **No** ☐ **N/A**	Does ITA match I-Train and CalJOBS ETPL approved course printout? Are documents uploaded to CalJOBS?	
☐ **Yes** ☐ **No** ☐ **N/A**	Is a complete, signed, and dated ITA uploaded to CalJOBS?	
☐ **Yes** ☐ **No** ☐ **N/A**	Is training provider performance data uploaded to CalJOBS?	
☐ **Yes** ☐ **No** ☐ **N/A**	Are attendance records uploaded to CalJOBS?	
☐ **Yes** ☐ **No** ☐ **N/A**	Is the course Certificate of Completion uploaded to CalJOBS?	
☐ **Yes** ☐ **No** ☐ **N/A**	Is link to employment established? Is documentation uploaded to CalJOBS?	
☐ **Yes** ☐ **No** ☐ **N/A**	Is a Waiver to exceed the ITA cap or the one year training time limit uploaded to CalJOBS?	
☐ **Yes** ☐ **No** ☐ **N/A**	Are case notes acceptable?	
☐ **Yes** ☐ **No** ☐ **N/A**	Are documentation of payments uploaded to CalJOBS?	

On the Job Training (OJT)

		Requirement Met:
Employer Name/ Address		☐ NA ☐ Yes ☐ No **Comments:**
Employer Info	Total full-time employees_____; Employees at the unit_____; Supervisor/Employee ratio ____ /____; Total OJT participants previously placed with this employer _____; Total former OJT's currently employed full time unsubsidized _____.	
OJT Info	Total hours _____; Hrly Wage $_____ ; Reimbursement Rate:_____%; Maximum Reimbursement $_____.	
Job Description	Job title_____ _____ ; Hrs. per Week:_____	

☐ Yes ☐ No	OJT agreement with employer and participant signed/dated prior to OJT start?
☐ Yes ☐ No	OJT agreement with employer and participant signed/dated and uploaded to CalJOBS?
☐ Yes ☐ No	OJT need and benefit established and documented thru assessment?
☐ Yes ☐ No	Participant has the skills and qualifications to successfully complete the OJT?
☐ Yes ☐ No	IEP supports the OJT and is developed and signed prior to OJT start?
☐ Yes ☐ No	Employer is committed to hiring participant upon successful completion?
☐ Yes ☐ No	AJCC monitoring OJT progress monthly to ensure goals are met?
☐ Yes ☐ No	Agreement includes an outline with detailed topics and skills with time at each?
☐ Yes ☐ No	Monthly performance reviews uploaded to CalJOBS?
☐ Yes ☐ No	Final evaluation uploaded to CalJOBS? MUST include whether participant satisfactorily met the training objectives. Should be consistent with monthly performance reviews.
☐ Yes ☐ No	Upon completion, was the participant hired?
☐ Yes ☐ No	Case notes acceptable?

Performance Outcomes

	Requirement Met:
☐ Yes ☐ No ☐ N/A Is documentation supporting unsubsidized employment during exit uploaded to CalJOBS?	☐ NA ☐ Yes ☐ No **Comments:**
☐ Yes ☐ No ☐ N/A Is participant placement in a training related occupation?	
☐ Yes ☐ No ☐ N/A Has participant attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit?	
☐ Yes ☐ No ☐ N/A If yes, has Credential Attainment been reported accurately and uploaded to CalJOBS? (ADW codes requiring CA: 225, 300, 302, 305, 306, 322, 323, 324, 325, 328, 330)	
☐ Yes ☐ No ☐ N/A Is documentation supporting Credential Attainment uploaded to CalJOBS?	
☐ Yes ☐ No ☐ N/A Has participant advanced in or completed a training or educational program where advancement or completion qualifies as a Measurable Skills Gain?	
☐ Yes ☐ No ☐ N/A If yes, has Measurable Skills Gain been reported accurately in CalJOBS?	
☐ Yes ☐ No ☐ N/A Is documentation validating the type of Measurable Skills gain uploaded to CalJOBS?(ADW Codes requiring MSG: 225, 300, 301, 304, 305, 306, 320, 322, 323, 324, 325, 328, 330)	
☐ Yes ☐ No ☐ N/A Is 1st Quarter Follow-Up Completed and is Supplemental data uploaded to CalJOBS to support Follow-up status (Employment verification, check stubs…. etc.) for all applicable quarters?	
☐ Yes ☐ No ☐ N/A Is 2nd Quarter Follow-Up Completed and is Supplemental data uploaded to CalJOBS to support Follow-up status (Employment verification, check stubs…. etc.) for all applicable quarters?	
☐ Yes ☐ No ☐ N/A Is 3rd Quarter Follow-Up Completed and is Supplemental data uploaded to CalJOBS to support Follow-up status (Employment verification, check stubs…. etc.) for all applicable quarters?	
☐ Yes ☐ No ☐ N/A Is 4th Quarter Follow-Up Completed and is Supplemental data uploaded to CalJOBS to support Follow-up status (Employment verification, check stubs…. etc.) for all applicable quarters?	
☐ Yes ☐ No ☐ N/A If participant was employed during follow-up, was employer information added for each applicable quarter? Employer Name: _____ Start Date: _____	

Case Closure

	Requirement Met:
☐ Yes ☐ No ☐ N/A Was this file a positive case closure?	☐ NA ☐ Yes ☐ No **Comments:**
☐ Yes ☐ No ☐ N/A If participant was exited as employed, was employer information added? Employer Name: _____ Start Date: _____	
☐ Yes ☐ No ☐ N/A Was case closure completed with appropriate documentation (i.e. school status, employment verification) uploaded to CalJOBS?	
☐ Yes ☐ No ☐ N/A Was the participant exited as a global exclusion?	
☐ Yes ☐ No ☐ N/A If so, is documentation supporting a Global Exclusion case noted and uploaded to CalJOBS? (i.e. incarceration, institutionalization, death etc.)?	

Last Updated: 8.14.2020

Follow-Up Services

☐ **Yes**	☐ **No**	☐ **N/A**	Were Follow-Up Services offered to participant upon employment & program exit
☐ **Yes**	☐ **No**	☐ **N/A**	Are any Follow-up services provided?
☐ **Yes**	☐ **No**	☐ **N/A**	If so, are Follow-up services fully documented and uploaded to CalJOBS, in case notes, with appropriate CalJOBS codes?

Requirement Met:
☐ NA   ☐ Yes   ☐ No
Comments:

Co-Enrollment: ☐ **Yes**   ☐ **No**

Program Enrolled: _____ Agency: _____ Co-Enrolled Into: _____ Agency: _____

☐ **Yes**   ☐ **No**   Is need documented and accurately reported in CalJOBS? (customer choice, customer benefit, funding)

☐ **Yes**   ☐ **No**   Are services provided without duplication between programs?

Requirement Met:
☐ NA   ☐ Yes   ☐ No
Comments:

Certification of Review
WDACS REPRESENATIVE NOTES:

All Requirements Met: ☐ **Yes**   ☐ **No**
NOTES:

_____   ___ _____ _____   _____
AJCC REPRESENTATIVE PRINT NAME   *SIGNATURE*   *DATE*

_____   ___ _____ _____   _____
WDACS REPRESENTATIVE PRINT NAME   *SIGNATURE*   *DATE*