



**2021-2022 Youth @ Work- Work Based Learning  
County Programs  
Participant File Checklist**



**Agency:**

**Participant:**

**SS# (last 4):**

**Section 1: Program Eligibility Documentation**

<p><b><u>CalWORKS Verification</u>- All docs must be CURRENT (14-18)</b></p> <p><input type="checkbox"/> DPSS Database/Dropbox screen shot <b>MUST</b> include the file name and date of the report on top of page. <b>Highlight</b> participant's full name, DOB AND SS#.</p> <p align="center"><b>OR</b></p> <p><input type="checkbox"/> DPSS Confidential Verification Sheet signed/stamped by DPSS Worker</p> <p><b><u>If 19 years of age:</u></b></p> <p><input type="checkbox"/> CalLearn Program Verification (same as above)</p>	<p><b><u>Foster Youth</u>- All docs must be CURRENT (14-24)</b></p> <p>One of the following</p> <p><input type="checkbox"/> Letter from the Department of Children and Family Services (DCFS)</p> <p><input type="checkbox"/> Court Documents</p> <p><input type="checkbox"/> Official letters from school counselors, school districts, group homes and/or court attorneys</p>
<p><b><u>JJCPA (Probation)</u>- All docs must be CURRENT (14-24)</b></p> <p>One of the following</p> <p><input type="checkbox"/> Current approved Participation Authorization Utilization Review Form (PAUR) from Probation</p> <p><input type="checkbox"/> County WDACS- ARS Referral print out</p> <p><input type="checkbox"/> E-mail authorizing services to JJCPA participant</p>	<p><b><u>OUY</u>- All docs must be CURRENT (14-24)</b></p> <p>One of the following</p> <p><input type="checkbox"/> Low Income</p> <p><input type="checkbox"/> Former Foster</p> <p><input type="checkbox"/> Homeless</p> <p><input type="checkbox"/> Probation</p>
<p><b><u>System Involved Youth (SIY) (14-24)</u></b></p> <p>One of the following</p> <p><input type="checkbox"/> Youth's parent immigrated to the U.S</p> <p><input type="checkbox"/> Immediate family member(s) are or have been involved with justice system.</p> <p><input type="checkbox"/> A youth receives housing subsidy (e.g., Section 8),</p> <p><input type="checkbox"/> Resides in a low-income housing complex</p> <p><input type="checkbox"/> "At-Risk" of becoming homeless</p> <p><input type="checkbox"/> Homeless</p> <p><input type="checkbox"/> Current OR Former Probation youth</p> <p><input type="checkbox"/> Current OR Former Foster youth</p> <p align="right"><input type="checkbox"/> Former CalWORKS youth ages 19-24 (non-CalLEARN)</p>	



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**Section 1 (cont'd): Eligibility Documentation**

<p><b>Right-to-Work</b> I-9 documentation <i>(ALL documents must be valid and current)</i></p> <p><input type="checkbox"/> One item from List A <b><u>OR</u></b></p> <p><input type="checkbox"/> One item from List B <b><u>AND</u></b></p> <p><input type="checkbox"/> One item from List C</p>	<p><b>Right-to-Work for persons under age 18</b> who are <b>unable</b> to present any of the documents from List A or List B numbers 1-9 of the I-9 form.</p> <p>One of the following items below will suffice (items 10-12 of the I-9 form on List B)</p> <p><b><i>ALL documents must be valid and current</i></b></p> <p>Acceptable School Records <i>(Work Permit NOT acceptable for this purpose)</i></p> <p><input type="checkbox"/> School Record: Transcript, Report Card</p> <p><input type="checkbox"/> Day-Care or Nursery School Record</p> <p><input type="checkbox"/> Birth Record: Clinic, Doctor or Hospital record</p> <p><b><u>AND AND AND</u></b></p> <p><input type="checkbox"/> One item from List C</p>
<p><b>Age (14-24)</b></p> <p><input type="checkbox"/> Birth Record: Birth Certificate, Clinic, Doctor or Hospital record</p> <p><input type="checkbox"/> Government issue ID</p> <p><input type="checkbox"/> School Record: Transcript, Report Card (with date of birth), or School ID (with date of birth)</p> <p><input type="checkbox"/> Passport</p> <p><input type="checkbox"/> Decree of court</p> <p><input type="checkbox"/> Written confirmation from social service agency (Foster, Justice involved youth)</p> <p><input type="checkbox"/> Native American Tribal document or Tribal record with date of birth</p>	<p><b>City of LA Residency</b></p> <p><input type="checkbox"/> Neighborhood <b>Info Print-out (or other City maps)</b> <b><u>AND</u></b></p> <p><b><u>One</u></b> of the following</p> <p><input type="checkbox"/> Utility bill    <input type="checkbox"/> School document (No Work Permit)    <input type="checkbox"/> Public assistance record</p> <p><input type="checkbox"/> California ID card or California Driver's License</p> <p><input type="checkbox"/> Rental or Lease Agreement    <input type="checkbox"/> Landlord Statement</p> <p><input type="checkbox"/> Bank Statement    <input type="checkbox"/> Written statement from person providing temporary residency</p>



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**Section 2: Assessment Forms**

**Assessment Forms**

- Individual Assessment (IA) Form (Signed and Dated)
- Monthly Performance Evaluation (PE) (Signed and Dated)
- Final Performance Evaluation (PE) (Signed and Dated)



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**Section 3: Work Experience Documentation**

**Work Experience Documentation**

- W-4 Form (completed, double sided)
- I-9 Form (completed, double sided)
- Work Permit
- Worksite Expectations Review
- Sexual Harassment Form

**Placement**

- LOS ANGELES COUNTY YOUTH@WORK WORKSITE GUIDELINES DURING SAFER AT HOME ORDER

Worksite:



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**Section 4: Consent Agreements, TAY WOW Curriculum, Case Notes and  
Miscellaneous**

**Consent & Release Agreement**

Minor: Ages 17 & Below

**OR**

Adult: 18 & Above

**AND**

LOS ANGELES COUNTY YOUTH@WORK **PARENTAL** WORKSITE CONSENT DURING COVID-19

**Certification of PET & Book Receipt Form**

PRE-employment: TAY WOW Curriculum- 20 hours

Module A: Everyone Starts Here

Module B: Act Like A Pro

Module C: Look For Work

Module D: Financial Management

Module E: Keep it Real

**Certificates**

County Certificate of Pre-employment Completion **AND**

Financial Literacy Certificate of Completion **AND**

Library Card (Double sided-Card must display participant's name and a serial #) **OR**

E-card print-out (must display participant's name and a serial #)

**Supportive Services Receipts (If Applicable)**

**Case Notes. Make mention of:**

Mock Interview(s) **AND**

Veritable Interview. Must include: Date, Location & Time

Other

**Correspondence (If Applicable)**

**Miscellaneous (If Applicable)**



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### Section 5: Time Records, File Checklist & Program Closure

#### Time Records & File Checklist

- Timesheets (copies)
- Check Stubs (copies)/Receipts of Payment to Participant
- Participant File Checklist (To be used prior to TA visit)

#### Program Closure

- Youth Survey <https://www.surveymonkey.com/r/youthatworkexit>
- WBL Web App EXIT Print-out
- Certificate of Completion



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**Section 6: CW Only Forms**

**CW Only Forms (when applicable)**

- Language Designation Form- PA 481
- Complaint & Resolution Form – PA 607 Initialed by the youth/parent
- Complaint & Resolution Form- PA 607 completed if a complaint was filed