

PY 2021-2022 LA:RISE 7.0

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| <input type="checkbox"/> | Measure H Fund – County |
| <input type="checkbox"/> | City General Fund –City |
| CD 2 <input type="checkbox"/> | CD 10 <input type="checkbox"/> |

Social Enterprise/ Transitional Employment Provider Participant File Checklist- Section 1

Participant: _____ **SS#:** XXX-XX-_____

Enrollment Date: _____ CalJOBSSM ID#: _____

A. Eligibility Documentation/ Enrollment Application

- Participant Eligibility Checklist Form (signed and dated by participant)
- Co-Enrollment WIOA Referral Form (SE to WSC)
- If not co-enrolled into WIOA, check here
- Right to Work documents (ID, social security card, US passport, I-9 form, etc.)

B. General Customer Orientation and Onboarding

As specified by City of LA EWDD's Policies or Directives

- Agency Complaint Resolution Procedures
- Equal Opportunity is the Law Discrimination Policy
- Sexual Harassment in the Work Place Policy

C. Transitional Employment Services and Activities Verification

- Worksite Review Checklist (Compliance- ADA, Health & Safety)
- Worksite WEX Agreement (as applicable)
- Participant Notification Letter (optional)
- Worksite Acknowledgement Form (new hire orientation & onboarding)
- LA:RISE Job Readiness Assessment (JRA)/ Evaluation Form
 - JRA #1
 - JRA #2
 - JRA #3
- Other Specific Assessments (Optional)

D. Transitional Employment Hours Worked Verification

- Print-out of payroll records for proof of 300 hours at City's minimum wage
- Timesheets
- Copies of Participant Check Stubs or other receipts of payments received by participant

PY 2021-2022
LA:RISE 7.0
Social Enterprise/ Transitional Employment Provider
Program Group-Participant File Checklist- Section 2

Participant: _____ **SS#: XXX-XX-** _____

E. Services and Activities Verification

- LA:RISE Transitional Employment Participant Service Profile
- Copy of Trainings / Certifications, as applicable
- Attendance records for group orientations/ workshops
- Copy of Referrals
- Supportive Service Verification Form and Support Documentation, as applicable
- Education Stipend/Incentives Verification, as applicable
- Training Agreement and Certificate of Completion, as applicable
- Miscellaneous: _____

F. Case Notes

- Electronic print-outs from CalJOBS.org, monthly notes, as requested by EWDD
- E-mails, Letters, Other
- Success Stories/ Testimonials
- Participant Testimonial and Photo Consent Forms

G. LA:RISE Partner Shared Forms

- LA:RISE Employment or Retention Participant Service Profile

**PY 2021-2022
LA:RISE 7.0**

- Measure H Fund – County
 City General Fund –City
CD 2 CD 10

**WORKFORCE PARTNER (WSC/YSC)
Participant File Checklist- Section 1**

Participant: _____ **SS#: XXX-XX-** _____

Enrollment Date: _____ CalJOBSSM ID#: _____

A. WIOA Title 1 or WIOA Application (Co-Enrollment)

- Co-Enrollment WIOA Referral Form (SE to WSC)
- WIOA Title 1 Application (required for all applicants)
- WIOA Co-Enrollment
 - Application and support documents (printed copy optional or as requested by EWDD)
 - Eligibility and Right to Work documents (ID, social security card, US passport, I-9 form, selective service, etc.)

B. WIOA General Customer Orientation and Onboarding

As specified by EWDD's Policies or Directives

- Agency Complaint Resolution Procedures
- Equal Opportunity is the Law Discrimination Policy
- Sexual Harassment in the Work Place Policy

C. Work Readiness Services and Activities Verification

- LA:RISE Employment Participant Service Profile
- Participant Resume
- WIOA IEP and Assessments: Basic Skills, Interests, etc. (optional)
- Work Readiness Workshop(s) Attendance Sign- in Sheets (as applicable)
- Training Documentation, including ITA, OJT, training cohort, etc. (as applicable)
- Copy of Trainings/Certifications/Referrals/etc. (as applicable)
- Miscellaneous: _____

**PY 2021-2022
LA:RISE 7.0**

**WORKFORCE PARTNER (WSC/YSC)
Participant File Checklist- Section 2**

Participant: _____ **SS#: XXX-XX-**_____

D. Job Placement (Unsubsidized Employment Verification Support Documents)

- Job Placement Verification (Copy of Pay Stub or Employer Verification Hire Letter)
- Placement Services (Job Referrals, Job Club, etc.)
- Other support documents

E. Other Services and Activities

- Supportive Service Verification Form/ Proof of Issued Supportive Services (as applicable)
- Other Referrals or supports (as applicable)

F. Case Notes & Testimonials

- If WIOA co-enrolled, WIOA case notes (optional or as requested by EWDD)
- Success Stories/ Testimonials
- Participant Testimonial and Photo Consent Forms

G. Partner Shared Forms

- LA:RISE TE or Retention Participant Service Profile
- JRAs/ Other Skills Assessments (optional)

**PY 2021-2022
LA:RISE 7.0**

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**Job Retention and Personal Support Provider
Participant File Checklist**

Participant: _____ **SS#:** XXX-XX-_____

Enrollment Date: _____ CalJOBSSM ID#: _____

A. Eligibility Documentation

- LA:RISE 7.0 Job Retention Support Participant Referral Form

B. Job Retention Support and Support Documents for Job Placed Participants

- Retention Participant Service Profile
 Employment Verification (Check Stubs and / or Employer Hire Verification Letter)
 Employment Retention Incentives Tracking Log; dated and signed by participant

C. Services and Activities Verification

- Attendance record for group orientations/ workshops, as applicable
 Referrals
 Supportive Service Verification Form and Support Documentation
 Workshops provided in-house (flyer, sign-in sheets, etc.)
 Training Agreement and Certificate of Completion, if applicable
 Education Stipend/Incentives Verification, if applicable
 Miscellaneous: _____

D. Case Notes & Testimonials

- Case Notes Electronic print-outs from CalJOBS.org, monthly notes, as requested by EWDD
 E-mails, Letters, Other
 Success Stories/ Testimonials
 Participant Testimonial and Photo Consent Forms

E. Partner Shared Forms

- LA:RISE TE or WSC Employment Participant Service Profile