

Attachment A
GLOW Youth WIOA Case File Maintenance Checklist
For _____

Form/Evidence	Staff Initial here when completed
All forms must be completed in pen. Cross out errors with a single line and initial	
Completed and signed Application make sure employment status and school status are correct in OSOS before taking first service.	
ISS (must be completed on/before enrollment date) <ul style="list-style-type: none"> ○ Fully completed (no blank sections or N/A) ○ Signed and dated by youth and staff 	
Youth eligibility form	
Enrolling barrier documentation	
Objective assessment (must be completed on/before enrollment date) <ul style="list-style-type: none"> ○ Basic Skills ○ Occupational Skills ○ Prior Work Experience ○ Employability ○ Interests ○ Aptitudes ○ Supportive Service needs ○ Developmental needs 	
Skills Assessment Form	
Career Zone Modules: Interest Profiler, Abilities, Saved Occupations, Budgeting, Work Importance Profiler	
GLOW Grievance	
EOE Documentation	
Customer Code of Conduct (OPTIONAL)	
Release Forms <ul style="list-style-type: none"> ○ General Release ○ Training Provider Release ○ Publicity Release ○ Medical Release 	
Payroll information (work Experience)	
Federal W-4	
State IT2104 or IT2104E	
Work Permit (if necessary)	
I-9 form	
Participant Training Outline	
Time Cards	
Social Security Card	
DEV Documentation	
BIRTH CERTIFICATE or other allowable DOB verification (TA 11-12.2)	
Income verification if low income is used for eligibility	
Selective Service (male 18+ only; set reminder to register or end services on	

Approved 3/18/25

18 th birthday)	
Address Verification if youth lives in a high poverty zone	
Follow-up	
Follow-up Agreement	
Outcomes	
Employment Outcomes require a complete work history in OSOS or pay stubs or other verification (TA 11-12.2)	
Training Outcomes- require a copy of credential, transcript or other verification (TA 11-12.2)	
Measurable Skills Gain (MSG) evidence	