

**PY 2022-2023  
LA:RISE 8.0**

- Measure H Fund – County
- City General Fund –City

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

**Participant:** \_\_\_\_\_ **SS#:** XXX-XX-\_\_\_\_\_

Enrollment Date: \_\_\_\_\_ CalJOBS<sup>SM</sup> 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)

**PY 2022-2023**  
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**Social Enterprise/ Transitional Employment Provider**  
**Program Group-Participant File Checklist- Section 2**

**Participant:** \_\_\_\_\_ **SS#: XXX-XX-** \_\_\_\_\_

**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
- Job Placement Services Referral Form (SE to WSC)
- LA:RISE Graduation/ Certificate

**E. Services and Activities Verification**

- 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**

- Other Skills Assessments or Individual Employment Plan (IEP)

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

**Participant:** \_\_\_\_\_ **SS#: XXX-XX-** \_\_\_\_\_

Enrollment Date: \_\_\_\_\_ CalJOBS<sup>SM</sup> 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**

- 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: \_\_\_\_\_

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

**Participant:** \_\_\_\_\_ **SS#: XXX-XX-**\_\_\_\_\_

**D. Job Placement (Unsubsidized Employment Verification Support Documents)**

- Job Placement Services Referral Form
- Job Placement Verification (Copy of Pay Stub or Employer Verification Hire Letter)
- Placement Services (Job Referrals, Job Club, Industry Recruitments, 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**

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

**G. Partner Shared Forms**

- Other Skills Assessments or Individual Service Plan
- Job Readiness Assessments

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

**Participant:** \_\_\_\_\_ **SS#:** XXX-XX-\_\_\_\_\_

Enrollment Date: \_\_\_\_\_ CalJOBS<sup>SM</sup> ID#: \_\_\_\_\_

**A. Eligibility Documentation**

- LA:RISE Job Retention Support Participant Referral Form

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

- 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**