

Office of Economic and Workforce Development

Workforce Development Division



WIA ADULT PROGRAM CHECKLIST

I - ELIGIBILITY

- Universal Adult Application
- WIA Application (*Completed by One Stop Certifiers*)
- Completed Title I Eligibility Verification Form
- Authorization to work in the US (I-9 documents)
- Selective Service Registration (*For male born after December 31, 1959 – If applicable*)
- Support Documents (*Proof of Age, Income and Family Size, Residency, etc.*)
- Case Notes
- Notice of Layoff or Termination (*DW Only*)
- UI Benefits Eligibility, Receipt or Exhaustion (*DW Only*)
- Dislocated Worker – Unlikely to Return Affidavit
- Displaced Homemaker Self Certification

II - CORE B

- WIA Enrollment Form (*Initial Enrollment*) – EDD Form
- Signed Release of Information Form
- Signed Participant Rights and Responsibilities
- Staff-Assisted to Intensive Services Determination
- Case Notes
- Job Search History/Record
- WIA Enrollment Form (*Completion of Activity*)

III - ASSESSMENT

- One Stop Assessment Form
- WIA Enrollment Form (*Initial Enrollment*) – EDD Form
- WIA Enrollment Form (*Completion of Activity*)
- Case Notes

IV - INTENSIVE SERVICES

- WIA Enrollment Form (*Initial Enrollment*) – EDD Form
- Individual Employment Plan (IEP)
- Support Service Eligibility/Authorization Form
- Child Care Eligibility Authorization Record
- Case Notes
- Intensive Services to Training Services Determination

V - TRAINING SERVICES

- WIA Enrollment Form (*Initial Enrollment*) – EDD Form
- OJT Contract Agreement
- OJT Worksheet
- Training Provider Research and Labor Market Survey
- ITA Worksheet (*Individual Training Account*)
- Training Provider Contract (*ITA*)
- WIA Enrollment Form (*Completion of Activity*)
- Monthly Attendance and Progress Reports
- Job Search History/Record

VI - EXIT & FOLLOW-UP SERVICES

- Employment and Education Verification Form
- WIA Enrollment Form (*Completion of Activity*)
- WIA Exit Form
- Follow Up Contact Information
- WIA Follow-up Form (*1st, 2nd, 3rd & 4th quarter*)