

**WIOA YOUTH PROGRAM
WORK EXPERIENCE DOCUMENTATION**

Physical File Documentation:

- Youth Work Experience Forms Module
 - Standard Worksite Host Organization Agreement
 - Host Organization Site Supervisor Fact Sheet
 - Participant Statement of Understanding
 - Participant Work Experience Timesheet
 - Participant Work Experience Evaluation Form
- Signed statement in the file each time a paycheck is received (including amount of check)

VaWC Documentation:

- Activity Code entered
 - 400 - Summer Employment
 - 425- Work Experience- Paid and Unpaid
- Case Note each time a paycheck is given