

WIOA YOUTH PROGRAM CASE NOTE REQUIREMENTS

1. Case notes should be entered into VaWC at least once every thirty (30) days.
2. Case notes should be entered within two (2) weeks of the contact date.
3. Case notes should be printed out and placed in the participant physical files.
4. Case notes should reflect the activities that the participant is enrolled in.
5. A case note needs to be entered each time an incentive is given.
6. A case note needs to be entered each time a work experience payment is given.
7. A case note must be entered each time an activity is extended.