

In-School Youth File Review Tool	
Contractor: _____ PY' _____	
Participant Name: _____ Participant State ID#: _____	
GENERAL ELIGIBILITY: Date of Eligibility in VOS: _____ Date of Eligibility in File: _____	
Is there Citizenship/Right to Work verification in file? No ____ Yes ____ Verification Source: _____	
Is there Social Security Number verification in file? No ____ Yes ____ Verification Source: _____	
Is there Age verification in file? No ____ Yes ____ Verification Source: _____	
Is there Selective Service verification in file? N/A ____ No ____ Yes ____ Verification Source: _____	
Is there Low-Income verification in file? No ____ Yes ____ Verification Source: _____	
Is there a Statement of Family Size/Family Income form in file? No ____ Yes ____	
Is there verification of at least one Youth Barrier in file? No ____ Yes ____ Barrier Type: _____ Verification Source: _____	
Is there documentation in the file to support the youth is enrolled in school? No ____ Yes ____ Verification Source: _____	
Is all of the above documentation dated prior to/same day as the date of eligibility? No ____ Yes ____	
Did the participant (and parent/guardian if applicable) sign the eligibility form prior to the case manager? No ____ Yes ____	
OBJECTIVE ASSESSMENT AND INDIVIDUAL SERVICE STRATEGY	
Was an objective assessment completed? No ____ Yes ____	
Does the date on the Objective Assessment in VaWC match the date on the documentation in the file? No ____ Yes ____	
Was there an Individual Service Strategy completed? No ____ Yes ____	
Does the date on the ISS in VaWC match the date on the documentation in the file? No ____ Yes ____	
Do the activities and dates on Section 6 of the ISS match the activities and dates in VaWC? No ____ Yes ____	
Are all sections of the ISS completed? No ____ Yes ____	
REQUIRED FORMS	
Is the WIOA ISY Eligibility Reference List being used? No ____ Yes ____	
Are the Standardized Participant File Format Sheets being used? No ____ Yes ____	
Is the current Nondiscrimination/EO Statement in the file and signed by participant? No ____ Yes ____	
Is the General Grievance and Complaint Policy in the file and signed by participant? No ____ Yes ____	

Is the Release of Information form in the file and signed? No ____ Yes ____
Is the VEC form in the file and signed? No ____ Yes ____
CASE NOTES
Are case notes entered into VaWC? No ____ Yes ____
Are case notes in the physical file? No ____ Yes ____
Are case notes entered every 30 days? No ____ Yes ____
Are notes reflective of client activities and progress? No ____ Yes ____
Are notes entered within 14 days of the contact date? No ____ Yes ____
Are case notes used to describe when services are extended? No ____ Yes ____
Do case notes include the amount of checks given to participants? No ____ Yes ____ N/A ____
ACTIVITIES
Is Activity 407 - Provision of Labor Market Research entered into VaWC? No ____ Yes ____
Is there documentation to support Activity 407 in the file? No ____ Yes ____
Is Activity 410 - Leadership Development entered into VaWC? No ____ Yes ____
Is there documentation to support Activity 410 in the file? No ____ Yes ____
Are all other activities/services reflected by a VaWC activity code with supporting documentation in the file? No ____ Yes ____
Do the activity codes follow the time limitations? No ____ Yes ____
TABE ASSESSMENT (if applicable)
Were the TABE assessment results entered into VaWC? No ____ Yes ____ N/A ____
Is a copy of the TABE assessment included in the participant file? No ____ Yes ____ N/A ____
Does the date on the TABE assessment in the file match the date in VaWC? No ____ Yes ____ N/A ____
SUPPORTIVE SERVICES (SS) (if applicable)
Is the support service need documented on the ISS? No ____ Yes ____ N/A ____
Is a supportive service activity entered into VaWC? No ____ Yes ____ N/A ____
Is there a case note describing the supportive service given? No ____ Yes ____ N/A ____
Is there documentation in the file to verify the participant received the supportive service? No ____ Yes ____ N/A ____
WORK EXPERIENCE/INTERNSHIP/APPRENTICESHIP/ On-the-Job TRAINING (if applicable)
Does the file contain a completed Standard Worksite Agreement? No ____ Yes ____ N/A ____
Does the file contain a completed Work Experience Supervisor Fact Sheet? No ____ Yes ____ N/A ____
Does the file contain a completed Work Experience Statement of Understanding? No ____ Yes ____ N/A ____
Does the file contain completed and signed timesheets? No ____ Yes ____ N/A ____

Does the file contain completed and signed performance evaluations (monthly)? No ____ Yes ____ N/A ____
Are there case notes describing the work experience? No ____ Yes ____ N/A ____
Does the file contain documentation to support that payments are accurate and have been made to the participant? No ____ Yes ____ N/A ____
INCENTIVES
Is there a current program year incentive plan in the file and signed? No ____ Yes ____
If an incentive was given, is it included on the approved program incentive plan? No ____ Yes ____ N/A ____
Are there case notes describing the incentive given? No ____ Yes ____ N/A ____
Does the file contain documentation to support that the incentive was earned by the participant? No ____ Yes ____ N/A ____
Does the file contain documentation to support that payments have been made to the participant? No ____ Yes ____ N/A ____