

MISSISSIPPI PARTNERSHIP PARTICIPANT FILE REQUIREMENTS

Optional

Participant's Name: _____

Last 4 Digits of Social Security #: _____

	Yes	N/A	Initial
WIOA Participants			
Acknowledgement Form			
Picture ID			
Proof of Age/Drivers License or Birth Certificate			
Social Security Number & Documentation			
Proof of Citizenship/Authorization to Work (I-9 Form & Supporting Documents)			
Selective Service Registration, if applicable			
Dislocated Worker Status/Attestation Form, if applicable			
Adult Priority of Service, if applicable			
Income, TANF, SSI, etc. (if low income per WIOA definition)			
Veteran & National Guard Status (if applicable)			
Grievance Form for Discrimination Complaints			
Grievance Form for Non- Discrimination Complaints			
Determination of Supportive Services Needs, if app.			
Basic Skills Screening Tool			

Internship Participants (must have requirements listed above for WIOA participants)			
Internship Worksite Agreement			
Job Description			
Copy of each Timesheet			

Apprenticeship Participants			
Apprenticeship Worksite Agreement			
Job Description			
Apprenticeship Reimbursement Log (scanned after each reimbursement)			
Apprenticeship Evaluation Form			
Verification that participant is enrolled into technical program related to Apprenticeship (transcript)			
Resume			

ITA Training Participants (must have requirements listed above for WIOA participants)			
Pell Grant Application/Financial Award Letter, if App.			
Letter of Acceptance for Training Program			
Verification of Grade Point Average (GPA) - each semester			
Certificate Copy - Upon Completion of Program			

OJT Training Participants (must have requirements listed above for WIOA Participants)			
Documentation of Measurable Skill Gains while on OJT			