

## THE MISSISSIPPI PARTNERSHIP Imaging Checklist for Youth

ELIGIBILITY/ENROLLMENT REQUIRED DOCUMENTATION		
Imaged		
	<b>Documentation of the following:</b>	
	SSN	Household Income
	Date of Birth	TANF/SNAP/SSI/Other Public Assistance
	Citizenship Status	Free/Reduced Lunch Recipient
	Selective Service	High Poverty County
	Barrier Documentation	Attending High School (ISY only)
		Assessments for BSD Determination
	<b>Forms:</b>	
Release of Information (ISY Only)	Self-Attestation	
Basic Skills Screening Tool	Youth & Career Coach Agreement	
Acknowledgement Form	Youth ISS	
Discrimination Complaints	5% Exception & Approval Email	
Non-Discrimination Complaints		
Other documentation used in determining eligibility		

WHILE ACTIVE IN THE PROGRAM REQUIRED DOCUMENTATION		
Imaged	Not Applicable	
		Post-Test TABE Scores
		Essential Job Skills Training
		WorkKeys Testing
		Supportive Services Forms & Documentation
		Transcripts for Measurable Skill Gains
<b>Degree/Certificate/Credentials Attained in Program</b>		
		CRC
		HSE or High School Diploma
		Other Credentials
<b>Work Experience Information</b>		
		Worksite Agreement & Job Description
		Timesheets
<b>Enters Training</b>		
		Proof of attending training
		Degree/Certificate/Credential upon completion of training
<b>When Youth Completes the Program</b>		
		Other Reason for Exit

WHILE IN FOLLOW-UP REQUIRED DOCUMENTATION		
Imaged	Not Applicable	
<b>1<sup>st</sup> Quarter After Exit Program Outcome Information</b>		
		Attending Education/Military/Apprenticeship Verification
		Degree/Certificate/Credential attained during 1 <sup>st</sup> Qrt after Exit Follow-Up
<b>2<sup>nd</sup> Quarter After Exit Program Outcome Information</b>		
		Attending Education/Military/Apprenticeship Verification
		Degree/Certificate/Credential attained during 2 <sup>nd</sup> Qrt after Exit Follow-Up
<b>3<sup>rd</sup> Quarter After Exit Program Outcome Information</b>		
		Attending Education/Military/Apprenticeship Verification
		Degree/Certificate/Credential attained during 3 <sup>rd</sup> Qrt after Exit Follow-Up
<b>4<sup>th</sup> Quarter After Exit Program Outcome Information</b>		
		Attending Education/Military/Apprenticeship Verification
		Degree/Certificate/Credential attained during 4 <sup>th</sup> Qrt after Exit Follow-Up