The Mississippi Partnership
Gateway Youth Participants
Imaging Procedures & Requirements

All Gateway youth participant files are required to be in WebXtender (Imaging). Monitoring of participants by Fiscal Agent, State, and Federal monitors will be completed by utilizing MS WORKS, ETPL, and WebXtender. Below are the procedures that Gateway youth staff must follow to ensure all required documents are collected in a timely manner.

1. When you register a youth into Gateway you must enter the participant's data into MS Works and submit documentation to Imaging within 5 business days.

2. A WIOA Coversheet must be used each time documentation is submitted to imaging and it must be the first page of the file that is scanned.

3. As you are serving the Gateway participant, additional required documentation for the participant should be scanned for imaging within 5 business days of obtaining the documentation.

4. Youth Providers have the capability to upload files into WebX directly. It is the Youth Provider's responsibility to ensure documents are uploaded into Imaging. When there are discrepancies in WEBX an email should be submitted to imaging-edits@mdes.ms.gov. If you are having issues with WEBX please report this to Kandi Marshall (kmarshall@trpdd.com) and Courtney Rackley (crackley@trpdd.com).

5. Instructions for completing the WIOA Coversheet:

    a. **Select the appropriate response**:
        Create New File: choose this when you are submitting the youth's file for the first time.
        Insert/Append to Current File: choose this when you are submitting additional documentation for the youth's file.
    b. **LAST NAME**: Enter the youth's Last Name
    c. **FIRST NAME**: Enter the youth's First Name
    d. **SSN**: Enter the youth's Full SSN
    e. **PROGRAM PARTICIPATION DATE**: Enter the youth's registration date
    f. **PROGRAM EXIT DATE**: Leave this blank until you are scanning the information for the Program Outcome Forms. This will be the Exit Date that is set by MS WORKS.
    g. **WIOA AREA**: Select MSP
    h. **WIN JOB CENTER**: Select the appropriate Youth Provider Name: EMCC, GTPDD, ICC, NECC, NWCC.
    i. **PROGRAM YEAR**: Select appropriate program year.
    j. **PARTICIPANT TYPE**: Select OSY for Out-of-School Youth or SY for In-School Youth
    k. **FUND SOURCE**: Select Out of School Youth or In-School Youth
    l. **SERVICE MENU**: Select Youth Services
    m. **SCAN DATE**: Enter the date you are submitting the file to imaging
    n. **SCANNED BY**: Enter the name of the staff person submitting the file

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Items to be Imaged When Youth is Enrolled

- ☐ ISS
- ☐ Acknowledgement Form
- ☐ Non-Discrimination & Discrimination Grievance Forms
- ☐ Documentation of Participant Name
- ☐ Documentation of SSN
- ☐ Documentation of Date of Birth
- ☐ Documentation of Citizenship Status
- ☐ Documentation Selective Service (if applicable)
- ☐ Documentation of Barrier

___ High School Dropout	___ Foster Child/Aged out of Foster Care
___ Compulsory School age, not attended most recent quarter	___ Pregnant or Parenting
	___ Disability
___ Offender	___ H.S. Grad or Equiv & Basic Skills Deficient*
___ Homeless or Runaway	___ Requires Additional Assistance*

*These barriers require youth to be low income or have 5% exception approval

- ☐ Documentation of Income
- ☐ Documentation of TANF (if applicable)
- ☐ Documentation of Food Stamps (SNAP) (if applicable)
- ☐ Documentation of SSI Income (if applicable)
- ☐ Documentation of Free/Reduced Lunch (if applicable)
- ☐ Documentation of living in High Poverty County (if applicable)
- ☐ Self-Attestation Form
- ☐ Basic Skills Screening Tool and supporting documentation
- ☐ Youth & Career Coach Agreement
- ☐ Release of Information (ISY only)
- ☐ Proof of Attending School (ISY only)
- ☐ 5% Exception Form and TRPDD's Approval (if applicable)
- ☐ Other (any other documentation used in determining youth's eligibility for the program)

Items to be Imaged While Youth is in the Program

- ☐ Post-Test TABE Scores (if applicable)
- ☐ Documentation of Essential Job Skills Training
- ☐ WorkKeys Testing and CRC Documentation
- ☐ Degree/Certificate/Credential Attained while in Program (includes CRCs, HSEs, & other certificates)

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- ☐ Supportive Services Documentation
- ☐ Activity sheets, sign-in sheets, attendance records, vendor contracts, or other documentation supporting proof of youth receiving the 14 program elements.
- ☐ Copy of High School Report Cards/Transcripts for MSG

Items to be Imaged When Youth Receives Work Experience

- ☐ Copy of Worksite Agreement & job description when youth begins Work Experience
- ☐ Copy of Timesheets (may be scanned monthly)

Items to be Imaged When Youth Enters Training while in the Program

- ☐ Proof of Attending Training & Type of Training
- ☐ Degree/Certificate/Credential Attained upon completion of program

Items to be Imaged When Youth Completes the Program

- ☐ Documentation of Other Reason for Exit (for performance exclusions) if applicable

Items to be Imaged When 1st Quarter Program Outcome Form is Completed

- ☐ Documentation of what the youth was doing 1st quarter after exit
    - o Proof of Attending Registered Apprenticeship
    - o Proof of Being in Military
    - o Proof of Attending Occupational Skills Training/Advanced Training
    - o Proof of Attending Post-Secondary Education (College)
    - o Proof of Attending Secondary Education
- ☐ Documentation of Degree/Certificate/Credential attained during 1st Qrt after Exit Follow-Up

Items to be Imaged When 2nd Quarter Program Outcome Form is Completed

- ☐ Documentation of what the youth was doing 2nd quarter after exit
    - o Proof of Attending Registered Apprenticeship
    - o Proof of Being in Military
    - o Proof of Attending Occupational Skills Training/Advanced Training
    - o Proof of Attending Post-Secondary Education (College)
    - o Proof of Attending Secondary Education
- ☐ Documentation of Degree/Certificate/Credential attained during 2nd Qrt after Exit Follow-Up

Revised 7/1/2023

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Items to be Imaged When 3ʳᵈ Quarter Program Outcome Form is Completed

- ☐ Documentation of what the youth was doing 3ʳᵈ quarter after exit
  - o Proof of Attending Registered Apprenticeship
  - o Proof of Being in Military
  - o Proof of Attending Occupational Skills Training/Advanced Training
  - o Proof of Attending Post-Secondary Education (College)
  - o Proof of Attending Secondary Education
- ☐ Documentation of Degree/Certificate/Credential attained during 3ʳᵈ Qrt after Exit Follow-Up

Items to be Imaged When 4ᵗʰ Quarter Program Outcome Form is Completed

- ☐ Documentation of what the youth was doing 4ᵗʰ quarter after exit
  - o Proof of Attending Registered Apprenticeship
  - o Proof of Being in Military
  - o Proof of Attending Occupational Skills Training/Advanced Training
  - o Proof of Attending Post-Secondary Education (College)
  - o Proof of Attending Secondary Education
- ☐ Documentation of Degree/Certificate/Credential attained during 4ᵗʰ Qrt after Exit Follow-Up

Revised 7/1/2023