

THE MISSISSIPPI PARTNERSHIP Imaging Checklist for Youth

ELIGIBILITY/ENROLLMENT REQUIRED DOCUMENTATION		
Imaged		
	Documentation of the following:	
	SSN	Barrier Documentation
	Date of Birth	Household Income
	Citizenship Status	TANF/SNAP/SSI benefits
	Selective Service	Attending High School (ISY only)
	Veteran and/or National Guard	Assessments for BSD Determination
	Forms:	
	Release of Information (ISY Only)	Youth 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
Degree/Certificate/Credentials Attained in Program		
		CRC
		HSE or High School Diploma
		Other Credentials
Work Experience Information		
		Worksite Agreement & Job Description
		Timesheets
Enters Training		
		Proof of attending training
		Degree/Certificate/Credential upon completion of training
When Youth Completes the Program		
		Performance Exclusion Documentation

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