

JAG YOUTH SERVICES CASE FILE ORGANIZATION CHECK LIST

Scanned files will be kept for all customers.

APPLICATION/ ELIGIBILITY VERIFICATION

Signed application-parent sign if under 18	<input type="checkbox"/>
Signed EOE/Grievance Procedure/Consent form as part of the application (pages 3-4)	<input type="checkbox"/>
Eligible to Work in the United States – refer to I-9 form	<input type="checkbox"/>
Proof of Birth Date – Driver’s license, School Records, Birth Certificate	<input type="checkbox"/>
Selective Service information – Screen printout Selective Service Verification site	<input type="checkbox"/>
Copy of income information - Income Calculation Form or other (poverty area/ free reduced lunch, etc)	<input type="checkbox"/>
Copy of applicant statement when appropriate	<input type="checkbox"/>
Copy of disability information- individuals income must be included	<input type="checkbox"/>
Copy of TANF Award or some documentation showing period of participation in TANF	
Copy of Public Assistance record showing period of participation	
<u>State JAG Eligibility Documentation</u>	
Signed Application – Parent signature if Under 18	<input type="checkbox"/>
Signed EOE/Grievance Procedure/Consent Form	<input type="checkbox"/>
Proof of Ability to Work in the United States	<input type="checkbox"/>
Any additional documents signed by student and/or parents	
<u>Other Enrollment Items entered into appropriate systems (not scanned)</u>	
Work History	<input type="checkbox"/>
Education History	<input type="checkbox"/>
TABE- Test scores entered in ICC and ENDMS	<input type="checkbox"/>
Other Assessment information – copy or case note documentation	<input type="checkbox"/>
Verify Completed ISS/IDP in ICC and ENDMS	<input type="checkbox"/>
Verify Case note documenting client agreement with IDP/ISS	<input type="checkbox"/>