LA:RISE YOUTH ACADEMY
CA4A 18-30 yrs.

Transitional Employment Provider
Participant File - Section 1: Application/ Eligibility & Enrollment/ Training

Participant: _____ **SS#:** <u>XXX-XX-</u>_____

Agency Defined Program (ADP) CalJOBS^{SM} ID#: _____

A. Eligibility Documentation/ Enrollment Application/ Right-to Work

<u>Documents to be included in file:</u>

☐ Program Application (signed and dated)

☐ Right to Work Documents (ID, Social Security Card, US Passport, etc.)

<u>**Actions required; no print outs necessary:**</u>

☐ CA4A Participant Pre Survey: http://tinyurl.com/CSUNPreProgramSurvey

☐ City Residency Confirmed via https://neighborhoodinfo.lacity.gov

☐ CalJOBS^{SM} ADP Enrollment

☐ Hire LA's Youth (HLA) Platform Application

☐ SE/WSC Co-Case Management Service Delivery Coordination Form (Digital)

B. Transitional Employment Placement Document Requirements

☐ Worksite Review Checklist (Compliance – 1 per worksite)

☐ Worksite Agreement *(Agreement filed separately – Not applicable to SE; only use if using outside worksite)*
Name of Employer_____ Date Agreement was Signed:_____

☐ Worksite Acknowledgement Form

☐ Complaint Resolution Procedures *(Agency Form- use EWDD Form as a sample)*

☐ Equal Opportunity is the Law Handout *(Agency Form- use EWDD Form as a sample)*

☐ Sexual Harassment in the Workplace Policy Handout *(Agency Form- use EWDD Form as a sample)*

<u>Data Entry Reminder:</u> Enter Activity Codes into CalJOBS^{SM} (no print outs necessary)

☐ Enrollment into Transitional Employment - *321*

C. Transitional Employment Hours Worked Verification

☐ Timesheets

☐ Copies of Participant Check Stubs or Payroll Documents

☐ Education Stipend Verification *(if applicable)*

LA:RISE YOUTH ACADEMY
CA4A 18-30 yrs.

Transitional Employment Provider
Participant File - Section 2 : Placement Verification/Payments Rendered/Activity Services/Testimonials

Participant: _____ **SS#: XXX-XX-_____**

ADP CalJOBS^{SM} ID#: _____

D. InnerSight Training and LA:RISE Evaluations

LA:RISE Job Readiness Assessment (JRA)/ Evaluation Forms: ☐ JRA #1   ☐ JRA #2   ☐ JRA #3

Data Entry Reminder: Enter Activity Codes into CalJOBS^{SM} (no print outs necessary)

☐ InnerSight Training- *203*

E. Support Services/ Activity Verification

☐ Supportive Service and Verification Form

☐ Resume - *115*

Data Entry Reminder: Enter Activity Codes into CalJOBS^{SM} (no print outs necessary)

☐ Referral - *109* (Housing, Wrap-around, etc.)   ☐ Support Service: Tools/Clothing - *188*

☐ Job Fair - *112*   ☐ Financial Incentive- *183*

☐ Support Service: Transportation - *181*

Refer to Service Code Activity List for complete list.

F. Participant Testimonial

☐ LA:RISE Consent Form for Success Stories/ Testimonials *(if applicable)*

G. Placement and Outcomes at Exit

☐ Employment Verification or Certificated Education/Training Verification *(if placement facilitated by SE)*

☐ Placement and Outcomes Form *(SE to receive a copy of completed form from Workforce Partner)*

Actions required; no print outs necessary:

☐ CA4A Participant Exit Survey: http://tinyurl.com/CSUNExitSurvey

Data Entry Reminder: Enter Activity Codes into CalJOBS^{SM} (no print outs necessary)

☐ Employment Placement- *125*

☐ Certificated Training Placement- *300*

☐ Secondary Educational Enrollment & Retention- *214*

☐ Post-Secondary Educational Enrollment- *202*

H. Case Notes

Data Entry Reminder: Enter case notes into CalJOBS^{SM} (no print outs necessary)

LA:RISE YOUTH ACADEMY
CA4A 18-30 yrs.

WORKFORCE PARTNER
Participant File - Section 1: WSC Co-Case Management Service Delivery

Participant: _____ SS#: XXX-XX-_____

ADP CalJOBS^{SM} ID#: _____

A. Workforce Co-Enrollment

Documents to be included in file:

☐ LA:RISE Program Application (signed and dated) – *as shared by SE partner*

☐ Right to Work Documents (ID, Social Security Card, US Passport, etc.) – *as shared by SE partner*

Actions required; no print outs necessary:

☐ SE/WSC Co-Case Management Service Delivery Coordination Form (Digital)

B. Placement and Outcomes and Status at Exit

☐ Employment Verification or Certificated Education/Training Verification *(if placement facilitated by WSC)*

☐ Placement and Outcomes Form **- please send form to SE for CalJOBS Data Entry**

C. Employment Services Supporting Documentation

☐ Resume

☐ Hiring Fairs Flyers & Sign-in Sheets

☐ LA:RISE Targeted Employment Recruitment Flyers & Sign-in Sheets

☐ Job Readiness Workshops Flyers & Sign-in Sheets

D. Supportive Services/ Activity Verification

☐ LA:RISE Support Service and Verification Form *(if applicable through WSC)*

Eligible Services Reminder:

- Referral-109 (Housing, Wrap-around, etc.)
- Financial Incentive- 183
- Job Referrals/Targeted Employment- 105
- Tools/Clothing- 188
- Job Fair- 112
- Educational Testing- 191

Refer to Service Code Activity List for complete list *(Note: SE to add activity codes as documentation is received from WSC)*

E. Participant Testimonial

☐ LA:RISE Consent Form for Success Stories/Testimonials *(if applicable)*

F. Case Notes

Data Entry Reminder: For WIOA co-enrolled, enter case notes into CalJOBS^{SM} (no print outs necessary)

Last Revised on 8-16-2023