

HHAP FUNDS

LA:RISE YOUTH ACADEMY
Social Enterprise/ Transitional Employment Provider
Participant File - Section 1

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

Enrollment Date: _____ CalJOBS ID#: _____

A. Eligibility Documentation/ Enrollment Application

- Participant Eligibility Form (Checklist) (signed and dated by participant)
- Right to Work documents (ID, social security card, US passport, I-9 form, etc.)

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B. Customer Orientation and Onboarding Forms

(As specified by City of LA EWDD's Policy Directives)

- Agency Complaint Resolution Procedures
- Equal Opportunity is the Law Discrimination Policy
- Sexual Harassment in the Work Place Policy

C. Transitional Employment Services and Activities Verification

- Worksite Review Checklist (Compliance- ADA, Health & Safety)
- Worksite WEX Agreement (as applicable)
- Participant Notification Letter (optional)
- Worksite Acknowledgement Form (Participant/Supervisor Orientation)
- LA:RISE Job Readiness Assessment (JRA)/ Evaluation Form
 - JRA #1
 - JRA #2
 - JRA #3
- Other Specific Assessments (Optional)

D. Transitional Employment Hours Worked Verification

- Print-out of payroll records for proof of 300 hours at City's minimum wage
- Timesheets
- Copies of Participant Check Stubs or other receipts of payments received by participant

LA:RISE YOUTH ACADMEY
Social Enterprise/ Transitional Employment Provider
Participant File- Section 2

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

E. Services and Activities Verification

- LA:RISE Participant Service Profile
- GED/education or in credit recovery or basic skills remediation support docs
- Copy of Trainings / Certifications, if applicable
- Attendance records for group orientations/ workshops
- Copy of Referrals
- Supportive Service Verification Form and Support Documentation
- Education Stipend/Incentives Verification
- Training Agreement and Certificate of Completion
- Miscellaneous: _____

F. Case Notes

- Electronic print-outs from CalJOBS.org, monthly notes, as requested by EWDD
- E-mails, Letters, Other
- Success Stories/ Testimonials
- Participant Testimonial and Photo Consent Forms

G. WORKFORCE PARTNER SHARED FORMS

- LA:RISE Participant Employment & WIOA Status Form

LA:RISE Youth Academy Workforce Partner (WSC/YSC) Participant File

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

A. SE Partner Shared Forms

- LA:RISE Participant Service Profile
- JRAs/ Other Skills Assessments (optional)

B. WIOA- Co-Enrollment (Co-enrollment not required, but encouraged)

- CalJOBS WIOA Application and support documents (optional)

C. WORK READINESS SERVICES

- Participant Resume
- Assessments: Basic Skills, Interests, etc.
- Work Readiness Workshop(s) Attendance Sign- in Sheets
- Training Documentation, including ITA, OJT, etc. (as applicable)
- Copy of Trainings/Certifications/Referrals/etc. (as applicable)
- Miscellaneous: _____

D. Job Placement (Unsubsidized Employment Verification Support Documents)

- LA:RISE Participant Employment & WIOA Status Form
- Job Placement Verification (Copy of Pay Stub or Employer Verification Hire Letter)
- Placement Services (Job Referrals, Job Club, etc.)
- Other: _____

E. Other Services and Activities

- Supportive Service Request Form/ Proof of Issued Supportive Services (if applicable)
- Other Referrals (as applicable)

F. Case Notes & Testimonials

- If WIOA co-enrolled, CalJOBS WIOA case notes, printed (optional or as needed)
- Success Stories/ Testimonials
- Participant Testimonial and Photo Consent Forms