# Side 1 – Case Notes

* Case Management Folder Checklist
* Case Notes for Core Services
* Case Notes for Intensive Services
* Other Case Notes (kept electronically unless requested for audit)
* Release of information, signed
* EEO signed

# Side 2 - Eligibility Documentation

* Copy of DD 214
* Verification of disability, if any
* Copy of referral letter from other agency (ie VR)

# Side 3 – Assessment/Planning for Job Search

* Employment Development Plan
* Assessments – Career Scope, CASAS, SDS, TABE, Other
* If VR&E, copy of job ready assessment worksheet, VA Rehabilitation plan
* Occupational profile
* Info pertaining to barriers

# Side 4 – Pre and Post Exit Services

* Copy of completed resume and cover letter
* Information on supportive services referred to

# Side 5 – Outcome/Employment/Placement

* Paystubs/Letter from Employer/Work Number Verification
* Correspondence with Employer
* Completed Employment Retention Forms (1,30, 90 days)

# Side 6 – Veteran Information (if applicable)

* Complete VR&E referral packet

Updated 4/27/2011, 7/27/2011