# 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)

# Side 2 - Eligibility Documentation

\*See policy 14.8 Attachment B for the definition of Terminated/Laid Off and Eligible for UC and Unlikely to Return

# Side 3 – Assessment/Planning for Training

* Employment Development Plan
* Assessments – Career Scope, CASAS, SDS, TABE, Other
* Prevailing Wages & Growth Rate
* Driving Record, Background Check, Drug Test

# Side 4 – Pre and Post Exit Training/Services

* Grades / Progress in Training
* Credential
* Correspondences with trainer
* Supportive Services
* Job Search

# Side 5 – Outcome/Employment/Placement

* Paystubs/Letter from Employer/Work Number Verification
* Correspondence with Employer
* Completed Employment Retention Forms (1,30, 60, 90 days)

# Side 6 – Fiscal Information

* School/Training Information
* Registration or Schedules with Cost
* Funding Authorizations
* Bills and Invoices
* E-mails regarding Funding
* Grants/Fiscal Awards/Scholarships