

AJC Uploaded Supporting Documentation List

#	Documentation Item	Type of Document	Data Element Verification
1.	Assessment/Test Results	-Supporting	-Supporting Documents <ul style="list-style-type: none"> ○ ONET Interest Profiler ○ My Next Move ○ Traitify Career Assessments ○ Occupational Program Research ○ TABE Test Results (i.e. scores indicate meeting training requirement)
2.	Contract Amendments	-Supporting	-Contracts (WEX/Internships ,OJT,ITA)
3.	Customized Training	-Supporting	- Contracts
4.	Drug Free, EO, Grievance Policy	-Supporting	-Supporting Documents <ul style="list-style-type: none"> ○ Drug Free policy (WEX/Internship ,OJT) ○ Signature Sheet/Disclaimer
5.	Household Income Worksheets with Supporting Documentation(for low income)	-Supporting	-Supporting Documents <ul style="list-style-type: none"> ○ Income Worksheet for low income ○ Adults-Income Worksheet & back up documentation for over income. <i>(Note: must be indicated on “File Description” Section when uploading)</i> ○ Youth over income under the 5% Category- Income Worksheet & back up documentation. <i>(Note: must be indicated on “File Description” Section when uploading)</i>
6.	Follow-up Agreements	-Supporting -Follow-up	-Supporting Documents (Follow- Up Procedures Form, Follow-up Introductory Letter) <ul style="list-style-type: none"> ○ Select “Supporting” as the type of document when Follow-Up Procedures form is completed at time of Eligibility.

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			<ul style="list-style-type: none"> ○ Select “Follow Up” as the type of document when Follow-Up Procedures form is completed at time of Exit. ○ Select “Supporting & Follow-up” as the type of document when uploading the Follow-up Introductory Letter.
7.	IEP or ISS	-Supporting	<ul style="list-style-type: none"> ○ Initial ISS/IEP ○ Post ISS/IEP
8.	Incumbent Worker Training	-Supporting	-Contracts
9.	Internship	-Supporting	-Supporting Documents <ul style="list-style-type: none"> ○ Internship Contract & Contract Signature Sheet ○ Mid/Post Internship Training Plan
10.	Occupational Skills Training	-Supporting	-Contracts (ITA)
11.	On-the-Job Training	-Supporting	-Contracts <ul style="list-style-type: none"> ○ OJT & Contract Signature Sheet ○ Monthly or Post OJT Training Plan
12.	OST/ITA/Contract/Training Documents	-Supporting	-Supporting Documents (AWC Sponsor Billing Request Form) -Certificate of Completion for OST from Training Providers (i.e. RCFBH, Yuma Trucking School)
13.	Other-Training Funds	-Supporting	-Supporting Documents (i.e. SSBG, other grants besides FAFSA)
14.	Signed Consent of Release Information Form	-Supporting	-Supporting Documents (at time of eligibility, follow up, and yearly)
15.	Support Services Receipts/Documentation	-Supporting	-Supporting Documents: <ul style="list-style-type: none"> ○ Childcare Agreement ○ Childcare Monthly Invoice

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			<ul style="list-style-type: none"> ○ Gas Purchase Form ○ WEX/Internship Progress Incentive Form (timesheets) ○ Request for Supportive Services & Receipts ○ Support Service Assessment Form (SSAF)/Updates and or Revision ○ Support Services Transaction/Timesheet ○ Support Services Voucher ○ Stipend Incentive Memo(Youth, Adult, DW)
16.	Work Experience	-Supporting	-Contracts <ul style="list-style-type: none"> ○ WEX & Contract Signature Sheet ○ Mid/Post WEX Training Plan ○ Leadership Development Opportunities Contract (youth only)
17.	Work-Based Training Timesheets	-Supporting	-Supporting Documents <ul style="list-style-type: none"> ○ OJT Contract Invoice/Employee Timesheet

****Note: If using any of the listed documents as a source document to validate a Data Validation Element, do not upload your document as “Supporting” for “Type of Document” in AJC.****