AJC Uploaded Supporting Documentation List

#	Documentation Item	Type of Document	Data Element Verification

1.	Assessment/Test Results	-Supporting	-Supporting Documents
			  o ONET Interest Profiler
			  o My Next Move
			  o Traitify Career Assessments
			  o Occupational Program Research
			  o 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
			  o Drug Free policy (WEX/Internship ,OJT)
			  o Signature Sheet/Disclaimer

5.	Household Income Worksheets with Supporting Documentation(for low income)	-Supporting	-Supporting Documents
			  o Income Worksheet for low income
			  o Adults-Income Worksheet & back up documentation for **over income**. *(Note: must be indicated on "File Description" Section when uploading)*
			  o Youth **over income** under the 5% Category- Income Worksheet & back up documentation. *(Note: must be indicated on "File Description" Section when uploading)*

6.	IEP or ISS	-Supporting	o Initial ISS/IEP o Post ISS/IEP

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#	Documentation Item	Type of Document	Data Element Verification
7.	Incumbent Worker Training	-Supporting	-Contracts

8.	Internship	-Supporting	-Supporting Documents
			  o Internship Contract & Contract Signature Sheet
			  o Mid/Post Internship Training Plan

9.	Occupational Skills Training	-Supporting	-Contracts (ITA)

10.	On-the-Job Training	-Supporting	-Contracts
			  o OJT & Contract Signature Sheet
			  o Monthly or Post OJT Training Plan

11.	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)
12.	Other-Training Funds	-Supporting	-Supporting Documents (i.e. SSBG, other grants besides FAFSA)

13.	Support Services Receipts/Documentation	-Supporting	-Supporting Documents:
			  o Childcare Agreement
			  o Childcare Monthly Invoice
			  o Gas Purchase Form
			  o WEX/Internship Progress Incentive Form (timesheets)
			  o Request for Supportive Services & Receipts
			  o Support Service Assessment Form (SSAF)/Updates and or Revision
			  o Support Services Transaction/Timesheet
			  o Support Services Voucher
			  o Stipend Incentive Memo(Youth, Adult, DW)

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14.	Work Experience	-Supporting	-Contracts
			  o WEX & Contract Signature Sheet
			  o Mid/Post WEX Training Plan
			  o Leadership Development Opportunities Contract (youth only)

15.	Work-Based Training Timesheets	-Supporting	-Supporting Documents o 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.

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