

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) ○ Basic Skills Screening Tool (Adults & Dislocated Workers) |
| 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"> ○ Participant Drug Testing Policy Acknowledgment Form(WEX/Internship/Leadership Development Opportunities) ○ Signature Sheet/Disclaimer(WEX/Internship/Leadership Dev. Oppr./OJT) |
| 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. | IEP or ISS | -Supporting | <ul style="list-style-type: none"> ○ Initial ISS/IEP |

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| | | | <ul style="list-style-type: none"> ○ Post ISS/IEP |
| 7. | Incumbent Worker Training | -Supporting | -Contracts |
| 8. | Internship | -Supporting | -Supporting Documents <ul style="list-style-type: none"> ○ Internship Contract & Contract Signature Sheet ○ Mid/Post Internship Training Plan |
| 9. | Occupational Skills Training | -Supporting | -Contracts (ITA) |
| 10. | On-the-Job Training | -Supporting | -Contracts <ul style="list-style-type: none"> ○ OJT & Contract Signature Sheet ○ 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, FAFSA, Scholarships, etc.) |
| 13. | Support Services Receipts/Documentation | -Supporting | -Supporting Documents: <ul style="list-style-type: none"> ○ Childcare Agreement ○ Childcare Monthly Invoice ○ 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 |

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| | | | <ul style="list-style-type: none"> ○ Support Services Voucher ○ Stipend Incentive Memo(Youth, Adult, DW) |
| 14. | 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) |
| 15. | 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.****