

Youth Programs Folder Check-Off List

An individual folder must be established and maintained on each participating youth. Participant files will be periodically monitored by Pittsburgh Partnership staff. Each file should be divided into three sections, which should contain, at a minimum, the following items:

Section 1 - Eligibility

- ___ Youth Programs Application - copy
- ___ Document verifying eligibility (each eligibility criterion) - copy
- ___ Document used verifying a barrier - copy
- ___ In-School Youth – Documentation - copy
- ___ Out-of-School Youth – Documentation - copy

- ___ Original Grievance Form
- ___ Copy I-9 form
- ___ Copy of W4 (only if work experience is expected or anticipated)
- ___ Work Permit (for youth participating in work experience)

Section 2 - Assessment

- ___ Individual Service Strategy (ISS or IEP when acceptable)
- ___ Client Data Form (CDF)
- ___ CASAS Test Results: Pre-test & Post-test

Section 3 - Program Activity

- ___ Start Authorization Form - copy
- ___ Start Verification Form - copy
- ___ Time Sheets (signed in ink)
- ___ Youth Monthly Progress Reports
- ___ Work Activity Progress Report (when applicable)
- ___ Learning Activity Progress Report (when applicable) } Must have at least one
- ___ Detailed Case Notes
- ___ Provider Information Form (PIF)
- ___ Placement Verification Form (for post-exit placement in employment or post-secondary education)
- ___ Youth Follow-Up Evaluation Form (monthly for 12 months)

Contractor Documents

These are documents that apply to an organization, which must be on-site with Contractor and/or actual worksite, and available for review by a program monitor.

- ___ Worksite Agreements (for youth placed in paid work experience in an external worksite)
- ___ Required Postings (Child Labor, EEO, Equal Pay, Minimum Wage, Youth Hours of Work, Unemployment Compensation, Workplace Injury Reporting, and other notices required by law)
- ___ Staff Clearances Act 33/34 (for adult staff working with youth or children under 18 years of age)