



2010 SUMMER YOUTH EMPLOYMENT PROGRAM

FOLDER CHECK-OFF LIST

An individual folder must be kept and maintained on each youth participating in your program. Periodically, our staff will be visiting your site and reviewing your files. Each file should be divided into three sections, which should contain, at a minimum, the following items:

SECTION 1 – ELIGIBILITY

- A copy of the PSYEP Application
- A copy of each document used to prove eligibility
- A copy of the document used to prove a barrier (if applicable)
- Start Authorization Form
- A copy of the Start Verification Form
- The original W4 and I-9
- A copy of Grievance Form – include original in application packet
- Work Permit* (ages 14 – 17 inclusive)

SECTION 2 – ASSESSMENT

- Individual Service Strategy ISS Form (IEP may be substituted)
- Client Data Form – CDF issued by City ESC
- In School Youth Documentation (eligibility information)
- Out of School Youth Documentation (eligibility information)

SECTION 3 – PROGRAM ACTIVITY

- Time Sheets**
- Youth Progress Reports for first month and final

Additionally, worksite agreements shall be maintained for all participants at contractor's office.

*May not apply to all participants

**Must be signed in ink