

Category	WIOA Title I Youth Participant Review	Compliant	Non-Compliant	N/A	Comments
Participant Info	State ID				
Participant Info	Participant Name				
Participant Info	Case Manager				
Participant Info	AJC				
Participant Info	Local Area				
Participant Info	Participant Birth Date				
Participant Info	verification of age uploaded to VOS				
Individual Career Services	Date of Title 1 Youth enrollment application				
Individual Career Services	Enrollment application signature uploaded to VOS				
Participant Info	Participant Age at time of enrollment				
Veteran	Veteran or eligible spouse?				
Veteran	Veteran documentation uploaded to VOS				
Veteran	Received DVOP Service				
Citizenship Status	US Work Authorized and uploaded to VOS				
Citizenship Status	Selective Sevice Registration and uploaded to VOS				
Individual Career Services	Objective Assessment conducted with participant				
Individual Career Services	Objective Assessment signed and uploaded to VOS				
Individual Career Services	Assessment test results uploaded to VOS				*see waiver policy attachment in email
Individual Career Services	Individual Employment Plan (IEP) signed by participant uploaded to VOS				
Individual Career Services	Goals and objectives listed in the IEP				
Individual Career Services	Waivers				*see waiver policy attachment in email
Low-Income Individual	Participant's county of residence				
Low-Income Individual	Family Size				
Low-Income Individual	Entered annualized income				
Low-Income Individual	Metro or Non-Metro				
Low-Income Individual	Lower Living Standard Income Level Threshold				
Low-Income Individual	Documentation demonstrates low-income status?				
Public Assistance	Supplemental Nutrition Assistance Program (SNAP) and uploaded to VOS				
Public Assistance	Temporary Assistance for Needy Families (TANF)				
Public Assistance	Other Public Assistance (specify)				
Public Assistance	Social Security Income (SSI)/Social Security Disability Income (SSDI)				
OSY eligibility	must be between the ages of 16-24				
	AND must be one of the following:				
OSY eligibility	•School dropout				
OSY eligibility	•Youth within age of compulsory school attendance but hasn't attended school for at least the most recent complete school year calendar				
OSY eligibility	•Recipient of secondary diploma/equivalent who is low-income and is BSD or ELL				
OSY eligibility	•An individual who is subject to the juvenile or adult justice system				
OSY eligibility	•Homeless/foster care				
OSY eligibility	•Pregnant or parenting				

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OSY eligibility	•Has a disability				
OSY eligibility	•A low-income individual who requires additional assistance				
ISY eligibility	must be between the ages of 14-21				
ISY eligibility	AND low income				
ISY eligibility	OR 5% non-low-income exempt				
	AND one of the following:				
ISY eligibility	•Basic Skills Deficient				
ISY eligibility	•English Language Learner				
ISY eligibility	•An offender				
ISY eligibility	•Homeless/foster care				
ISY eligibility	•Pregnant or parenting				
ISY eligibility	•Has a disability				
ISY eligibility	•A low-income individual who requires additional assistance				
Co-enrollment	referred to partner program(s)				
Co-enrollment	what program(s)				
Co-enrollment	date(s) referred to partner program				
Co-enrollment	received WP services during Title 1 enrollment				
Co-enrollment	date received WP services				
14 Program elements	[406] Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent.				
14 Program elements	[415] Alternative secondary school services, or dropout recovery services				
14 Program elements	[425, 426] Paid and unpaid work experiences that have as a component academic and occupational education (summer employment, pre-apprenticeship, internships, job shadowing, OJT)				
14 Program elements	[416] Occupational skill training				
14 Program elements	[432] Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster				
14 Program elements	[410] Leadership development opportunities				
14 Program elements	[419] Supportive services				
14 Program elements	[411] Adult mentoring (12+ months)				
14 Program elements	Follow-up services (12+ months)				
14 Program elements	[417] Comprehensive guidance and counseling				
14 Program elements	[431] Financial literacy education				
14 Program elements	[433] Entrepreneurial skills training				
14 Program elements	[435] LMI on in-demand industries/occupations				
14 Program elements	[436] Postsecondary education and training transition preparation				

Category	WIOA Title I Youth Participant Review	Compliant	Non-Compliant	N/A	Comments
Individual Training Account (ITA)	[416 or 430] Activity code entered for Occupational Skills Training				
Individual Training Account (ITA)	training approval documentation				
Individual Training Account (ITA)	ITA training provider is on the local Eligible Training Provider List (ETPL)				
Individual Training Account (ITA)	Acceptance letter with dates uploaded				
Individual Training Account (ITA)	Cost sheet from ETP uploaded				
Individual Training Account (ITA)	Voucher created to pay for participant training				
Individual Training Account (ITA)	Participant applied for, and exahusted, all federal subsidies for education?				
Individual Training Account (ITA)	activity begin date				
Individual Training Account (ITA)	activity end date				
Individual Training Account (ITA)	Status at the time of audit:				
Individual Training Account (ITA)	•Currently enrolled				
Individual Training Account (ITA)	•Successful completion				
Individual Training Account (ITA)	•Unsuccessful completion				
Individual Training Account (ITA)	•Dropped out of activity				
Individual Training Account (ITA)	•Voided				
Individual Training Account (ITA)	Measurable skills gain entered				
Individual Training Account (ITA)	Credential entered in program section of VOS				
Individual Training Account (ITA)	Credential uploaded to VOS				
Adult Education	[418] Activity code entered for Adult Education				
Adult Education	enrolled in Adult Education				
Adult Education	activity begin date				
Adult Education	activity end date				
Adult Education	HiSET obtained				
Adult Education	date HiSET obtained				
Pre-Apprenticeship	[434] Activity code entered for Apprenticeship				
Pre-Apprenticeship	activity begin date				
Pre-Apprenticeship	activity end date				
Pre-Apprenticeship	Apprenticeship Agreement uploaded to VOS				
Pre-Apprenticeship	Successful completion				
Pre-Apprenticeship	Date of successful completion				
Pre-Apprenticeship	Unsuccessful/dropped				
On-The-Job Training (OJT)	[428] Activity code entered for OJT				
On-The-Job Training (OJT)	OJT contract uploaded to VOS				
On-The-Job Training (OJT)	Training outline uploaded to VOS				
On-The-Job Training (OJT)	Number of hours worked documented				
On-The-Job Training (OJT)	activity begin date				
On-The-Job Training (OJT)	activity end date				
On-The-Job Training (OJT)	Participant retained beyond end of OJT				
On-The-Job Training (OJT)	Successful completion				
On-The-Job Training (OJT)	Date of successful completion				
On-The-Job Training (OJT)	Unsuccessful/drop				
Work Experience	[425] Activity code entered for Work Experience				
Work Experience	Work experience agreement uploaded to VOS				

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Work Experience	Training outline/education component info present				
Work Experience	activity begin date				
Work Experience	activity end date				
Work Experience	Time sheets uploaded to VOS				
Work Experience	Payment requests / Invoices / Vouchers				
Work Experience	Successful completion				
Work Experience	Date of successful completion				
Work Experience	Unsuccessful/drop				
Supportive Service Activities	Activity code entered				
Supportive Service Activities	Justification for supportive services (i.e. participating in training/employment activity; in an activity above)				
Supportive Service Activities	Reference to payment request / Invoices / Vouchers				
Supportive Service Activities	Attendance records				
Youth Incentive	Activity code entered				
Youth Incentive	Justification for incentive present (i.e. tied to established goals, training/employment activity)				
Youth Incentive	Distribution of incentive uploaded (supportive service with participant signature & date)				
Youth Incentive	Payment request / Invoices				
Exit / Follow-Up Information	exit date				
Exit / Follow-Up Information	Activity Exit Status (verification present, case noted, uploaded)				
	Educational status at exit:				
Exit / Follow-Up Information	•In school; secondary or less				
Exit / Follow-Up Information	•In school; post-secondary				
Exit / Follow-Up Information	•Not attending school or secondary school dropout				
Exit / Follow-Up Information	•Not attending school; secondary school graduate or has a recognized equivalent				
Exit / Follow-Up Information	Entered post-secondary (verification present, case noted, uploaded)				
Exit / Follow-Up Information	obtained employment				
Exit / Follow-Up Information	last date of contact				
Exit / Follow-Up Information	Follow-up services provided				
Exit / Follow-Up Information	Follow-up activity entered				
Exit / Follow-Up Information	Follow-up quarters completed to date				
Exit / Follow-Up Information	Case notes adequate to follow participant's progress throughout services				

Category	WIOA Title I DW Participant Review	Compliant	Non-Compliant	N/A	Comments
Participant Info	State ID				
Participant Info	Participant Name				
Participant Info	Case Manager				
Participant Info	AJC				
Participant Info	Local Area				
Participant Info	Participant Birth Date				
Participant Info	Verification of age uploaded to VOS				
Individual Career Services	Date of Title 1 DW enrollment application				
Individual Career Services	Enrollment application signature uploaded to VOS				
Participant Info	Participant Age at time of enrollment				
Educational Status at time of enrollment	In school; post-secondary				
Educational Status at time of enrollment	Not attending school or secondary school dropout				
Educational Status at time of enrollment	Not attending school; secondary school graduate or has a recognized equivalent				
Educational Status at time of enrollment	Not attending school; within age of compulsory school attendance				
Employment Status at time of enrollment	Employed				
Employment Status at time of enrollment	Unemployed				
Employment Status at time of enrollment	Under-employed				
Employment Status at time of enrollment	Long-term unemployed (27 consecutive weeks or more)				
Employment Status at time of enrollment	Employed, but received notice of termination of employment or military separation				
Employment Status at time of enrollment	UI claimant				
DW eligibility	Date of dislocation				
DW eligibility	Category of dislocation				
DW eligibility	Must be 18 years or older				
DW eligibility	AND after an assessment, Title 1 staff determines that the individual is (all of these):				
Public Assistance	Supplemental Nutrition Assistance Program (SNAP) and uploaded to VOS				
Public Assistance	Temporary Assistance for Needy Families (TANF)				
Public Assistance	Other Public Assistance (specify)				
Public Assistance	Social Security Income (SSI)/Social Security Disability Income (SSDI)				
Veteran	Veteran or eligible spouse?				
Veteran	Veteran documentation uploaded to VOS				
Citizenship Status	US Work Authorized and uploaded to VOS				
Citizenship Status	Selective Sevice Registration and uploaded to VOS				
Individual Career Services	Objective Assessment conducted with participant				

Category	WIOA Title I DW Participant Review	Compliant	Non-Compliant	N/A	Comments
Individual Career Services	Individual Employment Plan (IEP) signed by participant uploaded to VOS				
Individual Career Services	Short/Long Term Objectives listed in the IEP				
Individual Career Services	Waivers				
Low-Income Individual	Participant's county of residence				
Low-Income Individual	Family Size				
Low-Income Individual	Entered annualized income				
Low-Income Individual	Metro or Non-Metro				
Low-Income Individual	Lower Living Standard Income Level Threshold				
Low-Income Individual	Documentation demonstrates low-income status?				
Barriers	Displaced homemaker				
Barriers	Low-income individual				
Barriers	Indians, Alaska Natives, and Native Hawaiians				
Barriers	Individuals with disabilities, including youth				
Barriers	Older Individuals				
Barriers	Ex-Offender				
Barriers	Aged out of foster care				
Barriers	English language learner				
Barriers	Eligible migrant seasonal farm worker				
Barriers	Individuals within 2 years of exhausting Social Security				
Barriers	Homeless individual				
Barriers	Long-term unemployed				
Barriers	Single parent				
Co-enrollment	TAA eligible				
Co-enrollment	Referred to partner program(s)				
Co-enrollment	What program(s)				
Co-enrollment	Received WP services during Title 1 enrollment				
Co-enrollment	Date received WP services				
Individual Training Account (ITA)	[300] Activity code entered for Occupational Skills Training				
Individual Training Account (ITA)	Activities in good standing? (i.e. actual begin date entered, no system closed, etc.)				
Individual Training Account (ITA)	Training justification documentation				
Individual Training Account (ITA)	•Unlikely or unable to obtain or retain self-sufficient employment				
Individual Training Account (ITA)	In need of training services to obtain or retain self-sufficient employment; and				
Individual Training Account (ITA)	Has the skills and qualifications to participate successfully in training services				
Individual Training Account (ITA)	Assessment test results uploaded to VOS				

Category	WIOA Title I DW Participant Review	Compliant	Non-Compliant	N/A	Comments
Individual Training Account (ITA)	The individual must select a program of training services that is directly linked to the employment opportunities in the local area or the planning region.				
Individual Training Account (ITA)	ITA training provider is on the local Eligible Training Provider List (ETPL)				
Individual Training Account (ITA)	Acceptance letter with dates uploaded				
Individual Training Account (ITA)	Cost sheet from ETP uploaded				
Individual Training Account (ITA)	Voucher created to pay for participant training				
Individual Training Account (ITA)	Participant applied for, and exahusted, all federal subsidies for education?				
Individual Training Account (ITA)	Grades/Case notes indicating participant progress				
Individual Training Account (ITA)	Activity begin date				
Individual Training Account (ITA)	Activity end date				
Individual Training Account (ITA)	Status at the time of audit:				
Individual Training Account (ITA)	•Currently enrolled				
Individual Training Account (ITA)	•Successful completion				
Individual Training Account (ITA)	•Unsuccessful completion				
Individual Training Account (ITA)	•Dropped out of activity				
Individual Training Account (ITA)	•Voided				
Individual Training Account (ITA)	Measurable skills gain entered				
Individual Training Account (ITA)	Credential entered in program section of VOS				
Individual Training Account (ITA)	Credential uploaded to VOS				
Apprenticeship	[314] Activity code entered for Apprenticeship				
Apprenticeship	Activities in good standing? (i.e. actual begin date entered, no system closed, etc.)				
Apprenticeship	Activity begin date				
Apprenticeship	Activity end date				
Apprenticeship	Apprenticeship Agreement uploaded to VOS				
Apprenticeship	Successful completion				
Apprenticeship	Date of successful completion				
Apprenticeship	Unsuccessful/dropped				
On-The-Job Training (OJT)	[301] Activity code entered for OJT				
On-The-Job Training (OJT)	Activities in good standing? (i.e. actual begin date entered, no system closed, etc.)				
On-The-Job Training (OJT)	OJT contract uploaded to VOS				
On-The-Job Training (OJT)	Training outline uploaded to VOS				
On-The-Job Training (OJT)	Number of hours worked documented				
On-The-Job Training (OJT)	Activity begin date				
On-The-Job Training (OJT)	Activity end date				
On-The-Job Training (OJT)	Participant retained beyond end of OJT				

Category	WIOA Title I DW Participant Review	Compliant	Non-Compliant	N/A	Comments
On-The-Job Training (OJT)	Successful completion				
On-The-Job Training (OJT)	Date of successful completion				
On-The-Job Training (OJT)	Unsuccessful/drop				
Work Experience	[219] Activity code entered for Work Experience				
Work Experience	Activities in good standing? (i.e. actual begin date entered, no system closed, etc.)				
Work Experience	Work experience agreement uploaded to VOS				
Work Experience	Training outline/education component info present				
Work Experience	Activity begin date				
Work Experience	Activity end date				
Work Experience	Time sheets uploaded to VOS				
Work Experience	Payment requests / Invoices / Vouchers				
Work Experience	Successful completion				
Work Experience	Date of successful completion				
Work Experience	Unsuccessful/drop				
Supportive Service Activities	Activity code entered				
Supportive Service Activities	Justification for supportive services (i.e. participating in training/employment activity; in an activity above)				
Supportive Service Activities	Reference to payment request / Invoices / Vouchers				
Supportive Service Activities	Attendance records				
Exit / Follow-Up Information	Exit date				
Exit / Follow-Up Information	Activity Exit Status (verification present, case noted, uploaded)				
	Educational status at exit:				
Exit / Follow-Up Information	•In school; post-secondary				
Exit / Follow-Up Information	•Not attending school or secondary school dropout				
Exit / Follow-Up Information	•Not attending school; secondary school graduate or has a recognized equivalent				
Exit / Follow-Up Information	Entered post-secondary (verification present, case noted, uploaded)				
Exit / Follow-Up Information	Obtained employment				
Exit / Follow-Up Information	Last date of contact				
Exit / Follow-Up Information	Follow-up services provided				
Exit / Follow-Up Information	Follow-up activity entered				
Exit / Follow-Up Information	Follow-up quarters completed to date				
Exit / Follow-Up Information	Case notes adequate to follow participant's progress throughout services				

Category	WIOA Title I Adult Participant Review	Compliant	Non-Compliant	N/A	Comments
Participant Info	State ID				
Participant Info	Participant Name				
Participant Info	Case Manager				
Participant Info	AJC				
Participant Info	Local Area				
Participant Info	Participant Birth Date				
Participant Info	Verification of age uploaded to VOS				
Individual Career Services	Date of Title 1 Adult enrollment application				
Individual Career Services	Enrollment application signature uploaded to VOS				
Participant Info	Participant Age at time of enrollment				
Veteran	Veteran or eligible spouse?				
Veteran	Veteran documentation uploaded to VOS				
Veteran	Received DVOP Service				
Citizenship Status	US Work Authorized and uploaded to VOS				
Citizenship Status	Selective Service Registration and uploaded to VOS				
Individual Career Services	Objective Assessment conducted with participant				
Individual Career Services	Assessment test results uploaded to VOS				
Individual Career Services	Individual Employment Plan (IEP) signed by participant uploaded to VOS				
Individual Career Services	Short/Long Term Objectives listed in the IEP				
Individual Career Services	Waivers				
Low-Income Individual	Participant's county of residence				
Low-Income Individual	Family Size				
Low-Income Individual	Entered annualized income				
Low-Income Individual	Metro or Non-Metro				
Low-Income Individual	Lower Living Standard Income Level Threshold				
Low-Income Individual	Documentation demonstrates low-income status?				
Public Assistance	Supplemental Nutrition Assistance Program (SNAP) and uploaded to VOS				
Public Assistance	Temporary Assistance for Needy Families (TANF)				
Public Assistance	Other Public Assistance (specify)				
Public Assistance	Social Security Income (SSI)/Social Security Disability Income (SSDI)				
Adult eligibility	Must be 18 years or older				
	AND after an assessment, Title 1 staff determines that the individual is (all of these):				
Adult eligibility	•Unlikely or unable to obtain or retain self-sufficient employment				
Adult eligibility	with the State and local priority system in effect for adults.				
Co-enrollment	referred to partner program(s)				
Co-enrollment	what program(s)				
Co-enrollment	received WP services during Title 1 enrollment				
Co-enrollment	date received WP services				
Individual Training Account (ITA)	[300] Activity code entered for Occupational Skills Training				

Category	WIOA Title I Adult Participant Review	Compliant	Non-Compliant	N/A	Comments
Individual Training Account (ITA)	Training justification documentation				
Individual Training Account (ITA)	In need of training services to obtain or retain self-sufficient employment; and				
Individual Training Account (ITA)	Has the skills and qualifications to participate successfully in training services				
Individual Training Account (ITA)	The individual must select a program of training services that is directly linked to the employment opportunities in the local area or the planning region.				
Individual Training Account (ITA)	The individual is unable to obtain grant assistance from other sources to pay the costs of such training or has a remaining unmet need after other grant assistance is exhausted.				
Individual Training Account (ITA)	ITA training provider is on the local Eligible Training Provider List (ETPL)				
Individual Training Account (ITA)	Acceptance letter with dates uploaded				
Individual Training Account (ITA)	Cost sheet from ETP uploaded				
Individual Training Account (ITA)	Voucher created to pay for participant training				
Individual Training Account (ITA)	Participant applied for, and exhausted, all federal subsidies for education?				
Individual Training Account (ITA)	Grades/Case notes indicating participant progress				
Individual Training Account (ITA)	Activity begin date				
Individual Training Account (ITA)	Activity end date				
Individual Training Account (ITA)	Status at the time of audit:				
Individual Training Account (ITA)	•Currently enrolled				
Individual Training Account (ITA)	•Successful completion				
Individual Training Account (ITA)	•Unsuccessful completion				
Individual Training Account (ITA)	•Dropped out of activity				
Individual Training Account (ITA)	•Voided				
Individual Training Account (ITA)	Measurable skills gain entered				
Individual Training Account (ITA)	Credential entered in program section of VOS				
Individual Training Account (ITA)	Credential uploaded to VOS				
Apprenticeship	[314] Activity code entered for Apprenticeship				
Apprenticeship	Activity begin date				
Apprenticeship	Activity end date				
Apprenticeship	Apprenticeship Agreement uploaded to VOS				
Apprenticeship	Successful completion				
Apprenticeship	Date of successful completion				
Apprenticeship	Unsuccessful/dropped				
On-The-Job Training (OJT)	[301] Activity code entered for OJT				
On-The-Job Training (OJT)	OJT contract uploaded to VOS				
On-The-Job Training (OJT)	Training outline uploaded to VOS				
On-The-Job Training (OJT)	Number of hours worked documented				
On-The-Job Training (OJT)	Activity begin date				
On-The-Job Training (OJT)	Activity end date				
On-The-Job Training (OJT)	Participant retained beyond end of OJT				
On-The-Job Training (OJT)	Successful completion				
On-The-Job Training (OJT)	Date of successful completion				

Category	WIOA Title I Adult Participant Review	Compliant	Non-Compliant	N/A	Comments
On-The-Job Training (OJT)	Unsuccessful/drop				
Work Experience	[219] Activity code entered for Work Experience				
Work Experience	Work experience agreement uploaded to VOS				
Work Experience	Training outline/education component info present				
Work Experience	Activity begin date				
Work Experience	Activity end date				
Work Experience	Time sheets uploaded to VOS				
Work Experience	Payment requests / Invoices / Vouchers				
Work Experience	Successful completion				
Work Experience	Date of successful completion				
Work Experience	Unsuccessful/drop				
Supportive Service Activities	Activity code entered				
Supportive Service Activities	Justification for supportive services (i.e. participating in training/employment activity; in an activity above)				
Supportive Service Activities	Reference to payment request / Invoices / Vouchers				
Supportive Service Activities	Attendance records				
Exit / Follow-Up Information	Exit date				
Exit / Follow-Up Information	Activity Exit Status (verification present, case noted, uploaded)				
	Educational status at exit:				
Exit / Follow-Up Information	•In school; post-secondary				
Exit / Follow-Up Information	•Not attending school or secondary school dropout				
Exit / Follow-Up Information	•Not attending school; secondary school graduate or has a recognized equivalent				
Exit / Follow-Up Information	Entered post-secondary (verification present, case noted, uploaded)				
Exit / Follow-Up Information	Obtained employment				
Exit / Follow-Up Information	Last date of contact				
Exit / Follow-Up Information	Follow-up services provided				
Exit / Follow-Up Information	Follow-up activity entered				
Exit / Follow-Up Information	Follow-up quarters completed to date				
Exit / Follow-Up Information	Case notes adequate to follow participant's progress throughout services				