**Youth Providers are required to scan documents into CalJOBs within (3) working days from the moment the document is created or processed.**

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| **Document TAGS** | **Items/Description** | **Naming Scheme** |
| **WIOA Application Bundle** | * **WIOA Application**
* **Follow Up Forms**
* **Nepotism Statement**
* **Orientation Checklist**
* **Medical Consent**
* **Program Complaint & Grievance**
* **Discrimination Complaint Procedures**
* **EEO**
 | **cjimenezapp** |
| **WIOA Supplemental Disclosure Form** | **WIOA Application-Supplemental Disclosure Form. Form must be encrypted with password given by WDD** | **Cjimenez\_sdf** |
| **RTW Documents** | **1-9 Documents verifying identity and legal right to work plus selective service documents** | **cjimenezrtw** |
| **Program Income** | **Check WIOA Youth Eligibility Guide for acceptable documentation for youth income** | **cjimenezincome** |
| **Youth Barriers** | **Check WIOA Youth Eligibility for acceptable source documentation for youth barrier.**  | **cjimenezbarrier** |
| **Youth Assessments**  | **Casas, TABE, Wonderlic, or MAPI score sheet used to determine/verify basic skills deficiency.**  | **cjimeneztabe or cjimenezcasas** |
| **Certification** | **Scan the certificate achieved.**  | **cjimenezcert** |
| **ISS** | **Scan the ISS:*** **ISSQ1-(Initial ISS)**
* **ISSQ2**
* **ISSQ3**
* **ISSQ4**
 | **Cjimeneziss** |
| **Work Experience** | * **Work Site Agreement**
* **Work permit**
 | **Cjimenezwork** |
| **Post-Secondary Education** | * **Education Schedule**
 | **cjimenezcollegeschedule** |
| **Closure** | * **Employment Documentation**
* **School Registration/Enrollment**
 | **Cjimenezemp** |
| **Follow Up** | * **FlwUp\_1st**
* **FlwUp\_2nd**
* **FlwUp\_3rd**
* **FlwUp\_4th**
 | **Cjimenezflwup1st** |