**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** |