The Work Experience Participant should have the following in the participant file in addition to all other WIOA file requirements:

* Work Experience Pre-Award Survey
* Work Experience Contract w/modifications as needed
* LWIA Extension Requests
* Work Experience Supervisor Orientation Sheet
* Participant Orientation Sheet
* Work Experience IEP w/modification as needed
* Work Experience Training Outline w/modifications as needed
* Participant Time Sheets
* LWIB Monitoring (One during time of contact while participant is working - Board Staff will provide).
* Service Provider Monitoring (One during time of contact while participant is working WIOA Program Manager or staff other than assigned Career Planner).
* Career Planner Monitoring (Monthly)
* Supervisor Evaluation (One at beginning and one close to end)
* Final Cost Report from Fiscal – Showing total hours worked & amount paid