# **Additional Recommended add-ons for File Checklists for ALL files in LWIA 26**

* In participant files, break down school documents into semesters. Please place in school section. Use dividers to separate each semester.

**Start from the bottom and build up each section. Each section should include:**

* Divider with label. Write Semester/Year on the label (Ex: Summer 2023, Fall 2023, etc.)
* Semester schedule
* Syllabus for classes (this documentation will verify required supplies, uniforms, etc.)
* Any additional documentation to validate required supplies and/or purchases
* Supportive Service Forms for any required purchases with signatures and dates
* Supportive service forms for additional supportive services as needed (i.e. laptop, tires, etc.) with signatures and dates. Form must include a section that acknowledges that participant is in receipt of any equipment issued.
* Miscellaneous forms relative to the semester
* Estimated Transportation Calculation sheet for the semester with signatures and dates (use semester schedule to validate days)
* Google Map Printout to validate mileage reimbursement to participant
* Written verification from training institution of any additional locations in which the participant will have to travel (clinicals, internships, etc.) Do not issue a Transportation Calculation Sheet without supportive documentation to verify the participant is required to drive to different location(s). This must be updated for each semester.
* Estimated Transportation Calculation sheet for any additional travel required (clinicals, internships, etc.)
* Google Map Printout to validate mileage reimbursements
* Denial Letter from Project Child to verify no other resources for Child Care are available (Required for first semester only).
* Estimated Child Care Calculation sheet for the semester with signatures and dates
* Child Care Rate Form validates with signature of child care provider
* Authorized Signature Form that includes all instructors’ valid signatures for each semester.
* Hard copy Attendance Records (in date order) and/or Email validation of attendance for online classes from instructors
* Career Planner Attendance Validation Form attached to each attendance record that the career planner signs to validate that all signatures appear valid on the attendance form (this could also be incorporated into the Attendance Form itself rather than a separate form)
* Final Grades (**Note: Tuition vouchers will not be issued for the next semester if grades have not been received from the prior semester**) **Supportive Services payments will NOT be authorized unless prior semester grades have been received.**
* Supportive documentation to verify the need for additional funds (i.e. licensure exams,testing fees, etc.) after training has been completed
* Additional Supportive Service Forms to cover costs of additional expenses such as licensure fees, testing fees, etc. (with signatures and dates)
* Copy of credentials earned in semester