

## WIOA WORK EXPERIENCE FOLDER CHECKLIST (WORKSITE)

**NAME OF CLIENT:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**WORKSITE:** \_\_\_\_\_

**LEFT SIDE**

**RIGHT SIDE**

\_\_\_\_\_ Worksite Monitoring Form

\_\_\_\_\_ Current Timesheet

\_\_\_\_\_ Worksite Contract (Signed Original)

\_\_\_\_\_ Work Permit

\_\_\_\_\_ Work Experience Plan

\_\_\_\_\_ Emergency Contact Form

\_\_\_\_\_ Evaluation

\_\_\_\_\_ Field Trip Permission Form\*\*

\_\_\_\_\_ Folder Checklist (Check Forms In File)

**\*\* FIELD TRIP FORM - NEEDS TO BE IN FOLDER IF PARTICIPANT IS UNDER THE AGE OF 18.**

**\*\*WORK PERMIT FORM – NEEDS TO BE IN FOLDER IF PARTICIPANT IS UNDER 18 AND IS PLACED AT A NON-GOVERNMENTAL WORKSITE.**