



ADULT/DISLOCATED WORKER SCAN GUIDE

DOCUMENT TAG	ITEMS/DESCRIPTION	NAMING CONVENTION (first initiallast namelastfour_identifier)
ADD Forms	Disclosure forms	Mbrown1368_ADD
Benchmark	ITA Benchmarks 1 & 2	Mbrown1368_BM#
CASAS	Comprehensive Adult Student Assessment Systems (CASAS) results	Mbrown1368_casas
Client Release	Client Release form	Mbrown1368_clientrelease
Credential	Occupational/professional license or credential	Mbrown1368_credential
Degree (AA, BS, etc.)	AA Degree or higher in lieu of CASAS	Mbrown1368_degree
Eligible Training Provider List (ETPL)	ETPL Printout	Mbrown1368_ETPLprintout
Employment Record or Work Documentation	Employment Survey, Check Stub, Document from Employer on Letterhead (Source Doc. List)	Mbrown1368_Q#-EMP
Incumbent Worker Training (IWT)	IWT Participant Questionnaire and Certificate	Mbrown1368_IWT
Individual Employment Plan (IEP)	Individual Employment Plan	Mbrown1368_IEP
IEP Amendment	IEP Amendments	Mbrown1368_IEPamend#
Individual Training Account	Individual Training Account (ITA)	Mbrown1368_ITA
ITA Amendment	Amended ITA	Mbrown1368_ITAamend#
ITA Certificate	Certificate of Completion	Mbrown1368_ITAcert
Measurable Skill Gains (MSG)	MSG Documentation	Mbrown1368_MSG
Miscellaneous	Any document not listed on the scan guide	Mbrown1368_misc
Non-ITA Bundle	Non-ITA Bundle (Ed Plan, Course Description, and Non- ITA Review Checklist)	Mbrown1368_NonITAbundle
OJT Certificate	OJT Certificate	Mbrown1368_OJTcert
OJT Questionnaires	Employer and Participant Questionnaires	Mbrown1368_OJTquests
Partner Referral	Referral Form to or from the AJCC	Mbrown1368_referral
Program Eligibility	Program specific documents (Adult, Priority of Service, Dislocated Worker, DOB, etc.)	Mbrown1368_eligibility
Resume	Resume	Mbrown1368_resume
Selective Service	Selective Service Documentation	Mbrown1368_selective_service
Supportive Services	<ul style="list-style-type: none"> Supportive Service WDD 804 Request for Service Documentation 	Mbrown1368_WDD804
Training Packet	Training Exploration Packet	Mbrown1368_trainingpacket
Training Provider Report	Progress and Attendance	Mbrown1368_attend_progress
Veteran	Veteran documentation, such as DD-214	Mmbrown1368_veteran
WIOA Application Bundle	<ul style="list-style-type: none"> WIOA Application Supplemental Disclosure Form (SDF) ADD form 	Mbrown1368_WIOAapp