

CalJOBS Youth Scanning Guide

DOCUMENT TAGS	ITEMS/DESCRIPTION	NAMING CONVENTION (First initial/last name last four identifier)
Application Disclosure Document (ADD)	Disclosure forms – combines all supplemental forms into one comprehensive document (Follow-up Agreement, Orientation Checklist, Media Authorization, Medical Release, Program Complaint and Grievance Procedures, Equal Opportunity is the law, Discrimination Complaint Procedures, and Participant Release) ***WIOA Application is completed via direct entry***	Cjimenez 1368_ADD
Assessment	Used to determine/verify basic skills deficiency: - Comprehensive Adult Student Assessment Systems (CASAS) results, or - Test of Adult Basic Education (TABE)	Cjimenez 1368_casas, or Cjimenez 1368_TABE
Barriers	Refer to WIOA Youth Eligibility for acceptable source documentation for youth barrier	Cjimenez 1368_barrier
Certification	Certificate achieved	Cjimenez 1368_cert
Closure	- Employment Documentation - Schol Registration/Enrollment	Cjimenez 1368_closure
Credential/License	Occupational/professional license or credential	Cjimenez 1368_credential
Education (including post-secondary)	- Education Schedule - School attendance record - School progress Report	Cjimenez 1368_education Cjimenez 1368_attendance Cjimenez 1368_progress
Follow-up Services	- Employment documents 2nd and/or 4th Qtr. - Education documents 2nd and/or 4th Qtr.	Cjimenez 1368_followup
Individual Service Strategy (ISS)	- ISSQ1 (initial ISS) - ISSQ2 - ISSQ3 - ISSQ4	Cjimenez 1368_ISS Cjimenez 1368_ISS_Q1, Q2, Q3, or Q4
Individual Training Account (ITA)	Individual Training Account	Cjimenez 1368_ITA
ITA Benchmarks	Training benchmarks 1 & 2	Cjimenez 1368_ITA_BM# 1 or 2
Miscellaneous	Any document not listed on the scan guide	Cjimenez 1368_misc
Partner Referral	Referral Form to or from the AJCC	Cjimenez 1368_referral
Program Income	Check WIOA Youth Eligibility Guide for acceptable documentation for youth income	Cjimenez 1368_Income
Resume	Resume	Cjimenez 1368_resume
RTW Documents	I-9 documents verifying identity and legal right to work	Cjimenez 1368_rtw
Selective Service	Selective Service	Cjimenez 1368_selective service
Supplemental Disclosure Form (SDF) **Only when CalJOBS is inaccessible**	WIOA Application-Supplemental Disclosure Form ***Form and case note required to be marked as Medical***	Cjimenez 1368_sdf
WIOA Application Bundle (Only when CalJOBS is inaccessible)	- WIOA Application - SDF - ADD form	Cjimenez 1368_WIOAapp
Work Experience	- Worksite Agreement - Work permit - Worksite attendance records	Cjimenez 1368_workexp