Spokane Area
Workforce Development Council

PARTICIPANT FILE DOCUMENT CHECKLIST

Note: This checklist is an optional tool for WIA programs

PARTICIPANT NAME: _____

DOCUMENTS REQUIRED FOR WIA PARTICIPANT FILES:

☐ WIA Registration Form

☐ Eligibility & Priority of Service Verification Form

☐ Consent for Release of Unemployment Insurance Data (if applicable)

☐ Self-Attestation Form (if applicable)

☐ Self-Sufficiency Calculator on entrance to program (Adult & Dislocated Worker)

☐ EEO Participant Form

☐ Summary of Rights and Complaint and Grievance Procedures

☐ Self-Sufficiency Calculator on exit from program (Adult & Dislocated Worker)

Additional Adult Program Document Requirements:

☐ Demand / Decline Printout, as required for Adult participants

Additional Dislocated Worker Program Document Requirements:

☐ Demand / Decline Printout, as required for Dislocated Worker participants

Additional Youth Program Document Requirements:

☐ Testing and assessments