

## **26. Procedure on File Structure/Contents**

Participant files maintained by contractors will be composed of 6 Tabs as follows:

1. Unique Program and MIS forms with Eligibility/documentation
2. Assessment/ISS/Literacy and Numeracy Worksheet
3. Pre Exit Training/Services (includes the evidence of the receipt of training/services, credential attainment, skills goal attainments etc.)
4. Post Exit Training/Services (includes the evidence of the receipt of training/services, credential attainment, other services)
5. Case Notes
6. Outcome/Employment/Placement (includes periods of subsidized employment)

A modification of this policy may be allowed in situations where a contractor maintains records in an electronic format and when a specific agreement is established in writing. Approval will be accomplished consistent with the modification clause found in contract provisions.

**Youth Contractors are required to include the “Youth Required Element Summary Sheet” in TAB 5 in addition to the Case Notes.**

**Youth and Adult contractors are required when older youth or adults are enrolled to include the “Earnings Gain Worksheet” and the “Literacy and Numeracy Worksheet” in TAB 2 as part of the Individual Service Strategy (ISS)**

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