**TITLE 1 IN-SCHOOL YOUTH (ISY) ENROLLMENT CHECKLIST**

State ID: Click or tap here to enter text. Last Name: Click or tap here to enter text.

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| **GENERAL ELIGIBILITY – ALL PROGRAMS** |
| Requirement | Verified | Acceptable Documentation on File |
| Authorization to Work in the U.S.  |[ ]  Choose an item. |
| Selective Service Requirement Met  |[x]  Choose an item.  |
| Age/Date of Birth |[ ]  Choose an item. |
| Social Security Number  |[ ]  Choose an item. |

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| **WIOA IN-SCHOOL YOUTH**  |
| Requirement | Verified | Acceptable Documentation on File |
| Attending School |[ ]  Choose an item. |
| Between 14 and 21 Years Old at Enrollment  |[ ]  Choose an item. |
| Low Income  |[ ]  Choose an item. |
| AND Must Meet One or More of the Following  |
| Basic Skills Deficient |[ ]  Choose an item.  |
| English Language Learner |[ ]  Choose an item. |
| Connected to the Justice System  |[ ]  Choose an item. |
| Homeless or Runaway |[ ]  Choose an item. |
| In or Aged Out of Foster Care System |[ ]  Choose an item. |
| Pregnant or Parenting |[ ]  Choose an item. |
| An Individual with a Disability  |[ ]  Choose an item. |
| Additional Assistance  | YTD % | Acceptable Documentation on File: |
| *Not more than 5% of ISY enrolled in a program year may be eligible based on the additional assistance barrier.* | Click or tap here to enter text. | [ ]  Documented Prior Approval from OSO AND[ ]  Choose an item. |

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| **REQUIRED FILE DOCUMENTATION AND DATA VALIDATION ELEMENTS*****(Not required to determine eligibility but must be in client file)*** |
| Required File Documentation  | Verified |
| Family Size  |[ ]
| Annualized Income  |[ ]
| Employment Status at Participation  |[ ]
| Objective Assessment Summary |[ ]
| Individual Service Strategy (ISS) |[ ]
| ISS Attachment – 14 Elements Service Needs Assessment  |[ ]
| EO/Grievance/ROI Form Signed |[ ]
| Conflict of Interest Form Signed |[ ]
| Alternate Contact Information in Application  |[ ]
| Case Note Documenting Eligibility and Suitability  |[ ]

Staff Name:

Secondary Review Date:

Reviewer:

Date Reviewed: