



WIOA PROGRAMS TRAINING VOUCHER DOCUMENTATION CHECKLIST

Name _____

ASSET PIN _____

The following documents must be attached for vouchers to be considered for approval. If any of the documentation required in all three (3) categories below is missing the career coach will be notified and the missing documentation must be submitted within 5 working days. If the documentation is not submitted the packet will be returned unapproved.

DESCRIPTION:

DOCUMENTATION REQUIRED:

1. (a) If Training is Sector Specific

- Manufacturing
- Construction
- Retail/Hospitality
- Financial Services
- Transportation
- Healthcare
- IT

___ An Employer Commitment to Hire Letter

or

___ Three (3) specific and appropriate Job Descriptions in the area to be trained

OR

(b) If Training is in a High Growth and/or Growth Sector

___ WORKnet Printouts - County Wage Comparison and Occupational Profile

or

___ Other Labor Market Data – Showing % of Growth in next two (2) years

2. Training Program Description

___ ITA Statewide Eligible Provider List Printout

3. Customer Justification

(All four document categories required)

___ Current Resume

___ TABE Scores: Reading _____ Math _____

___ Assessments (CareerLocker or ProveIT)

___ Comprehensive Individual Employability Plan with Career Pathway

___ Approval to exceed the spending cap (if applicable)

___ Financial Aid applied for (if applicable)

___ Resume uploaded to Job Service (Must be current)

___ Customer Note entered in ASSET

___ Self-Sufficiency Calculator for training completed

4. ASSET Entry

Career Coach Signature

Date