



APPENDIX U

Documentation Checklist (Program File)

- Enrollment/eligibility documentation
- Assessments and service plan/IEP notes
- Employer agreement(s): WBL, internship, OJT, transitional job
- Service delivery records (dates, service codes/types)
- Progress/milestone documentation and evaluations
- Exit and follow-up documentation
- Outcome evidence supporting WIOA indicators where applicable
- Data quality review (completeness and consistency)