



Missouri Job Center Checklist



- Verified DRJP Eligibility (*DW documentation or Long-Term Unemployed attestation*)
- Membership screens completed (*Verified Automatically Enrolled in WIOA Adult Core Service*)
- Matched DRJP participant with _____ position at _____ Worksite
- Position and/or Worksite requires drug testing: Yes _____ No _____
- Enrolled in DWG in Toolbox
- Completed W-4 and I-9
- Participant completed Medical Disclaimer, Media Release, and Emergency Contact Form
- If Applicable for Debris Cleanup/Restoration:* Shoe Size _____ Shirt Size _____ Pants Size _____

Signature of DRJP Staff

Date

Referral

- Completed Physical
 - Able to participate in the DRJP Unable to participate in this DRJP position

If unable to participate, refer back to the Career Center for other services.

- Tetanus Shots

- Completed Drug Testing (*If required by the Worksite as indicated above*)
 - Able to participate in the DRJP Unable to participate in the DRJP

If unable to participate, refer back to the Career Center for other services.

- Completed Safety Training
 - Able to participate in the DRJP Unable to participate in the DRJP

If unable to participate, refer back to the Career Center for other services.

Signature of Authorized Representative

Date

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

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