



Participant File Review NOT EMPLOYED



DWG: _____

Participant Name: _____ Region: _____

AppID: _____ Reviewer: _____

Date: _____

Paper File

1. Is there a timesheet? YES NO

2. Is there a Worksite Orientation or Safety Training Sign-In Sheet? YES NO

Toolbox

Employment Plan / Payroll Tab:

3. Is there payroll listed on the Payroll Tab? YES NO

Seeker History / Notes

4. Do service notes indicate employment (including Safety Training)? YES NO

If "YES" on any of the above, use the "DRJP Participant File Review – EMPLOYED" form

Toolbox

Employment Plan / Closures Tab (Show Closed)

5. Is Enrollment Closed as "Did Not Enroll" or "Enrollment In Error"? YES NO
(\$ = Did Not Enroll & No \$ = Enrollment In Error) If NO, a change request must be completed

6. Are Services closed (if opened) as "Service In Error"? YES NO
If NO, a change request must be completed

7. Is there a Dislocated Worker enrollment? YES NO
If NO, skip question #8

Paper File

8. Is there documentation in the paper file? YES NO

9. Did you remove all medical documentation and place in correct file? YES NO

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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