Physical File Management & Required Documents
Adult Career Pathways Programs

Initial-Eligibility:

- *Application*
    - Need acceptable documentation/proof for:
        - Full Legal Name
        - Proof of Right to Work (Non-Citizen)
        - Birth Date (waiver is needed if under age 18)
        - Social Security Number
        - Equal Opportunity is the Law/How We Use Your Personal Info
        - Residency
    - Acceptable documentation lists are posted on Office of Adult Career Pathways website: https://mn.gov/deed/programs-services/adult-career-pathways/

    - Self-Attested:
        - Citizen
        - Public Assistance Status

If Applicable:

- Veteran– Documentation required if participant is identified as a Veteran in WF1.
    - If a participant already has a record in Workforce One, the Veteran Status field may be already populated.
    - If the Veteran Status is checked "Veteran" from a previous record, and participant cannot provide any of the acceptable proofs, enter first case note with enrollment that Veteran Status was pre-populated from previous record and is not substantiated.
- Selective Service-For Adult Career Pathways/exclusively State funded programs ONLY, Grantees are not required to screen for Selective Service compliance.

Ongoing:

- *Individual Employment Plan (IEP)*
    - Reviewed regularly
    - Must be updated annually,-must be signed by both participant and case manager
- *Assessments*
    - Reading and Math.
        - P2P participants, *required at time of enrollment*
    - Also input in Workforce One
- *Support Services*
    - Back up documentation
    - Also input in Workforce One

- *Credentials*
    - Copy of certificate/license/etc.
    - Also input in Workforce One
- *Employment Verification(s)*
    - Paystub
    - Hire Letter
    - Others as approved

This document is intended as reference sheet only. Additional grant specific requirements may be listed in legislation, work plan, or monitoring guide.