

YEP File Checklist



Before work START date:

To be supplied by youth:

1. Driver's license, Ca. I.D., or Tribal I.D
2. Work permit
3. YE application
4. Copy of SSN

To be signed by youth/parent:

1. Parent/Guardian waiver
2. Handbook agreement

To be signed by worksite supervisor:

1. Signed orientation form
2. Signed site supervisor agreement

To be copied by CTPP and put in file:

1. Copy of Note of Acceptance letter
2. Copy of grades
3. Talent release form
4. Copy of Orientation letter
5. Supportive Service Requests (Ca I. D., Clothing, Bus Pass)

Ongoing:

1. Performance evaluations
2. Corrective action notices
3. TAS case notes