

Career Department Case File Structure

Section 01

-  Narratives

Section 02

-  Correspondence / Memos
-  Opening / Closing Summaries
-  Sanctions
-  Exemptions
-  School/Clothing Allowances
-  Transportation
-  Home Visit reports

Section 03

-  Career Plans
-  Class Schedules
-  Referrals
-  Employment Service Plan
-  Training Contractor
-  Adult Ed
-  Progress Reports
-  Off-Site Training

Section 04

-  Assessments
-  Tests
-  Homework

Section 05

-  Resumes
-  Job Search
-  Employment Verification

Section 06

-  Application
-  Each subcategory is labeled using dividers