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/](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.*

Grantee On-Boarding Training October 2019