

<b>Ohio TechNet Participant File Checklist</b>		
<b>Required Documents</b>	<b>Staff Initials</b>	<b>Date Added</b>
Participant File Checklist		
Completed Participant Intake Form [screen shot(s) of student record with all information recorded must accompany unsigned form]		
Signed EEO Statement (If unable to obtain signature on EEO Statement, document your efforts in the Participant File.)		
Selective Service Documentation for male participants born after January 1, 1960 (DD-214 is adequate for veterans)		
Verification of TAA Eligibility for participants claiming TAA eligibility		
Verification of Veteran Status and/or Eligibility for Veteran’s Priority for participants claiming eligibility for veteran benefits or priority (DD-214)		
Navigator/Success Coach Case Notes ( <a href="#">if Navigator/Success Coach is paid using grant funds</a> )		
<b>Recommended Documents</b>	<b>Staff Initials</b>	<b>Date Added</b>
WIOA Application/Voucher (if receiving funding)		
Copy of Major Declaration in a Grant Impacted Program of Study		
Copy of Course Schedule in 1 <sup>st</sup> term enrolled		
Copy of Certificate/Degree Awarded (when student completes a program)		
Employment Verification / Placement Records		
Other Supplemental Verification Document, e.g. assessment scores, industry-recognized credentials (Specify here)		
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**NOTES:**

Mark N/A for the following required documents if they are not applicable to participant.

- **Selective Service Documentation**
- **Verification of TAA Eligibility**
- **Verification of Veteran Status and/or Eligibility for Veteran’s Priority (DD-214)**

Please refer to [Ohio TechNet Data Plan \(click here to access Data Plan\)](#) for further clarification, or contact Melika Matthews at [mmatthews@lorainccc.edu](mailto:mmatthews@lorainccc.edu) or (440) 366-4251.

## Locating Documents for Participant File


Locate the template for the following documents using the links below:

- [Participant Intake Form](#)
- [EEO Statement](#)

The following verification documents can be provided by participants and/or found by contacting entities that issue the referenced documentation:

- **Selective Service Documentation**  
Visit <https://www.sss.gov/Home/Verification>, enter participant information, and print out certificate for each male participant. Documentation is not required for participants born before January 1, 1960.
- **Verification of TAA Eligibility**  
Visit the Office of Trade Adjustment Assistance website for more details:  
<http://www.doleta.gov/tradeact/>
- **Verification of Veteran Status and Verification of Eligibility for Veteran's Priority**  
Verification provided by participant. Visit the Department of Veterans Affairs website for more details on obtaining DD-214:  
[http://www.benefits.va.gov/homeloans/purchaseco\\_certificate.asp](http://www.benefits.va.gov/homeloans/purchaseco_certificate.asp)
- **WIOA Application/Voucher (if receiving funding)**  
Verification provided by participant. Local Workforce Investment Board may be able to assist in providing documentation.
- **Copy of Major Declaration in a Grant Impacted Program of Study**  
Verification provided by participant. Office of Enrollment may be able to assist in providing documentation.
- **Copy of Course Schedule in 1st term enrolled**  
Verification provided by participant. Office of Enrollment may be able to assist in providing documentation.
- **Copy of Certificate/Degree Awarded (when student completes a program)**  
Verification provided by participant. Office of Enrollment may be able to assist in providing documentation.
- **Employment Verification / Placement Records**  
Verification provided by participant.
- **Other Supplemental Verification Documents (e.g. certificate copies, transcript copies...)**  
Contact issuing entity for guidance on appropriate verification.

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