

# PA TAACCCT FAQ #1: JobTrakPA Participant Files

January 17, 2013

## 1. How do I know I completed and verified all required documentation for participant files?

Below you will find a listing of all required forms for participant files including what is required to complete and verify each.

**JobTrakPA Application Form** – Found on JobTrakPA.com or the TAACCCT portal on CCP website. Form must be 100% complete, showing EEOC Data including race/ethnicity, gender, and disability status. Must be signed by participant and staff. The application can be completed by hand or via the JobTrakPA platform and printed for signature.

(please note that the CCP portal will be phased out and all information transferred to the JobTrakPA platform).

**Proof of identify/Citizenship** – Copy of current/valid Photo ID. Examples include driver's license, state issued ID, college ID.

**Proof of Enrollment into TAACCCT-Funded Course** – Printed student record or transcript showing enrollment in TAACCCT funded course. Class Rosters that are not generated from the college's SIS system are not accepted.

**Proof of Registration with CareerLink** – Printed CWDS registration page; printed page does not have to illustrate individual has completed 100% of the registration process.

**Source of Tuition (if applicable)** - copy of official document showing source and amount of payment or copy of student record from SIS showing source of tuition/financial information.

**Citizenship/Authorization to Work** –TAACCCT staff are no longer required to use the I-9 form. Verification of citizenship and authorization to work in the U.S. for all potential participants is required. To verify this, potential participants must provide documentation showing both identity and authorization to work. Please use the attached table as a guide in verifying this information.

**Participant Agreement/Release of Information** - signed and dated by both college TAACCCT representative and participant. This form can now be generated from the JobTrakPA platform.

**Verification of Veterans Status** (if applicable) – An eligible veteran is a person who satisfies one of the following conditions:

- (1) Served on active duty for a minimum of 180 days and (1a) discharged under conditions other than dishonorable or;
- (2) Discharged or released because of a service connected disability or;
- (3) Served as a member of a reserve component ordered to active duty during a war or campaign and (3a)



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discharged under conditions other than dishonorable or;

(4) A spouse of a person who died on active duty or of a service-connected disability or;

(5) A spouse of a person serving on active duty and (5a) who has been listed as missing in action, captured in the line of duty by a hostile force, or detained or interned by a foreign government or power, for more than 90 days, and (5b) is currently so listed on the date of application or;

(6) A spouse of a person who has a total, permanent disability resulting from a service-connected disability or;

(7) A spouse of a person who has a total, permanent disability resulting from a service-connected disability, and (7a) who has since died.

Self-reported veteran status aligned with the definition of an eligible Veteran above is acceptable and must be noted and dated. When a candidate provides documentation regarding Veteran status, TAACCCT staff should obtain a copy of the documentation. Please refer to the document “PA TAACCCT Clarification - Program Related Definitions and Verifications” #5 for further guidance on veteran priority of service.

To satisfy this verification for participant files, write in “NA” on the file checklist if not a veteran; If a veteran write in “self-reported” if status was in fact self-reported; if a veteran and documentation is provided, indicate “Yes-see documentation. Add any additional details to case notes.

Please ensure status is reflected on the application as well as the checklist.

**Statement of Receipt Applicant/Participant Rights Form** - signed and dated by both college TAACCCT representative and participant. This form can now be generated on the JobTrakPA platform.

**2. Can I include additional documents to the participant file?**

Yes you can add documents that may be required by your college or program to successfully administer/provide the JobTrakPA program. However, these additional documents cannot be kept on the left hand side of the folder.

**3. What else should be kept in the participant file?**

Beyond the required documents listed above and any documents that verify eligibility you do not need to include any additional documents. See #2 if you choose to add non-required documentation.

**4. Where should we keep participant files?**

Participant files should be kept in a secure locked filing cabinet. Computers that access the case management area of JobTrakPA platform should be password protected and not open for public use.

**5. Should I document when something is not applicable or not required?**

Yes. If something on the application, file checklist or any other required document is not applicable or not required for a specific candidate, please indicate this on the form and initial. For example, if an assessment is not required for a specific program of study, please note this on the application. Additionally, if something is attached please indicate this as well. Including these notes allows someone looking at your file to know the documentation is complete. This practice is helpful when you, the Grant Administration Team or an outside evaluator reviews your files.



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**Documents that Verify Identify and Authorization To Work in the United States**  
**All Documents Must Be Un-Expired**

<b>Documents That Establish Both Identity and Employment Authorization.</b>	<b>Documents That Establish Identity.</b>	<b>Documents That Establish Employment Authorization.</b>
<b>OR</b>		<b>AND</b>
U.S. Passport or Passport Card	Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	U.S. Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the U.S. NOTE: A copy (such as a metal or plastic reproduction) is not acceptable.
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)	School ID card with a photograph	Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
Employment Authorization Document (Card) that contains a photograph (Form I-766)	Voter's registration card	Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	U.S. military card or draft record	Native American tribal document
Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	Military dependent's ID card	U.S. Citizen Identification Card (Form I-197)
	U.S. Coast Guard Merchant Mariner Card	Identification Card for Use of Resident Citizen in the United States (Form I-179)
	Native American tribal document	
	Driver's license issued by a Canadian government authority	
	<b>For persons under age 18 who are unable to present a document listed above:</b> School record or report card; Clinic, doctor, or hospital record; Day-care or nursery school record	



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