WIA Younger Youth (YY)
Participation Flow Chart / Checklist

A) Determine Eligibility

1. METP Youth Application including Use of Data signature and Youth Barrier
2. Income and City of Minneapolis resident verification and identification verifications for age and social security number (see WIA Administration Manual for acceptable proof)

B) Enrollment

1. WF1 Applicant Information form
2. WF1 Status Change form
3. WF1 YY Goal form
4. METP Participant Guide
5. METP Authorization to Verify Employment
6. METP Pre/Post Enrollment Checklist
7. Barrier Documentation (see WIA Administration Manual)
8. Selective Service Registration (if applicable)
9. DEED Consent to Share Wage and Employment Information form

C) Assessment

1. Math Test Score results 6 months prior to, or at enrollment (pre / post test results for BSD, out-of-school youth)
2. Reading Test Score results 6 months prior to, or at enrollment (pre / post test results for BSD, out-of-school youth)
3. METP Individual Service Strategy
4. Other tests or surveys (Career Interest, Non-traditional Work Interest, etc.)

D) During Participation

1. WF1 Status Change form (to open and close activities)
2. WF1 YY Goal form (to update YY goal activity)
3. Case Notes (minimum of once per month)
4. Supportive Services provided
5. Year Round WIA Participant Incentives Tracking form (if applicable)

E) At Termination

1. WF1 Status Change form (to close activities)
2. WF1 YY Goal form (to update YY goal attainment)
3. WF1 Outcome/Termination form (to exit participant)
4. METP Pre/Post Enrollment Checklist
5. Post-test scores in file for BSD, out-of-school youth

F) During Follow-up Period

1. If UE Termination, complete METP 90 and 183 Day Follow-up forms
2. If GED or Diploma is attained, record on the WF1 Outcome/Termination form, and enter into WF1 at exit, or up to 1 quarter after exit (whichever is applicable)
3. If termed other than AS, complete “B” on the WF1 Youth Retention form 3 quarters after exit
4. Complete “D” on the WF1 Youth Retention form 12 months after exit

WIA Older Youth (OY)
Participation Flow Chart / Checklist

A) Determine Eligibility

1. METP Youth Application including Use of Data signature and Youth Barrier
2. Income and City of Minneapolis resident verification and identification verifications for age and social security number (see WIA Administration Manual for acceptable proof)

B) Enrollment

1. WF1 Applicant Information form
2. WF1 Status Change form
3. METP Participant Guide
4. METP Authorization to Verify Employment
5. Barrier Documentation (see WIA Administration Manual)
6. METP Pre / Post Enrollment Checklist
7. Selective Service Registration (if applicable)
8. DEED Consent to Share Wage and Employment Information form

C) Assessment

1. Math Test Score results 6 months prior to, or at enrollment (pre / post test results for BSD, out-of-school youth)
2. Reading Test Score results 6 months prior to, or at enrollment (pre / post test results for BSD, out-of-school youth)
3. METP Individual Service Strategy
4. METP Older Youth Work Readiness Pre-Assessment
5. Other tests or surveys (Career Interest, Non-traditional Work Interest, etc.)

D) During Participation

1. WF1 Status Change form (to open and close activities)
2. Case Notes (minimum of once per month)
3. Supportive Services provided
4. Delivery of Older Youth Credential Certificate (if applicable)
5. Year Round WIA Participant Incentives Tracking form (if applicable)

E) At Termination

1. WF1 Status Change form (to close activities)
2. WF1 Outcome/Termination form to exit participant, to record job information (if applicable) and to document Credential, or educational attainments (if applicable)
3. METP Pre / Post Enrollment Checklist
4. If GED or Diploma is attained, complete the attainment on the WF1 Outcome / Termination form and enter information into WF1

F) During Follow-up Period

1. If UE Termination, complete METP 90 & 183 Day Follow-up forms
2. Complete “C” on the WF1 Youth Retention form, up to 3 quarters after exit (select “1” if the METP Credential has been earned)
3. Complete “D” on the WF1 Youth Retention form, 12 months after exit