

File Checklist for Youth Monitoring

Student Name _____ Last four of SS # _____

Name of Youth Service Provider _____ Program ISY OSY

Registration Date _____ Monitoring Date _____ County _____

Point of Contact _____ Monitors _____

Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments
Youth Application Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Eligibility Forms Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Complete Eligibility Verification in file (including signature page for receiving Grievance Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Eligibility correctly entered in MACC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Registration correctly entered in MACC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Goals entered and completed in MACC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Assignment of Services in MACC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Completion of Services entered in MACC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Outcomes entered in MACC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copy of GED/Diploma/Certificate in file	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cost Allocation Plan showing other funding streams and leveraged funds	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Verification of Employment/Military/Post Secondary in file	<input type="checkbox"/> Yes <input type="checkbox"/> No	
File in Correct Order in accordance with checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Time Sheets reflect 20 hours p/mo for ISY or 60 hours p/mo for OSY	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pre Test Score (OSY basic Skill Deficient only)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Test Score	<input type="checkbox"/> Yes <input type="checkbox"/> No	

A desk review will be conducted for selected participants in the Mid Atlantic Career Consortium (MACC) prior to on site visit