

## Work Experience Program (WEP) DOCUMENTATION CHECKLIST

### Case Management Requirements in WorkSource Georgia Portal/VOS:

#### To Beginning:

1. WEx Activity code assigned.
2. Academic or Occupational Education Component Activity code assigned.
3. Service Plan updated with WEx Goal/Objectives.
4. Documents uploaded.

#### To Complete:

1. WEx Activity closed.
2. Academic/Occupational Education Component Activity closed (if complete).
3. Service Plan Goal/Objective closed with description of Successful or Unsuccessful.
4. Additional documents uploaded.
5. C-notes added.

### Documents to be uploaded to WorkSource Georgia Portal/VOS:

<input type="checkbox"/>	Worksite Agreement — Signed & Dated by the NGSP & Worksite Supervisor
<input type="checkbox"/>	Job Description
<input type="checkbox"/>	Trainee Agreement — Signed & Dated by the Trainee & NGSP
<input type="checkbox"/>	Worksite Supervisor Orientation Form — Signed & Dated by the Worksite Supervisor
<input type="checkbox"/>	Trainee Orientation Form — Signed & Dated by the Trainee
<input type="checkbox"/>	Completed Tax Forms (current year, W-4 and G-4) (Paid WEx)
<input type="checkbox"/>	Completed I-9 Form & Verification Documents (Paid WEx)
<input type="checkbox"/>	E-Verify Verification Documentation (Must be completed within three days after the WEx start date) (Paid WEx)
<input type="checkbox"/>	Georgia Illegal Immigration Affidavit (If 18yrs & over) — Signed, Dated & <u>Notarized</u>
<input type="checkbox"/>	Work Permit (If Underage) (Paid WEx)
<input type="checkbox"/>	Participant UPDATED Resume
<input type="checkbox"/>	Trainee Timesheets & Progress Evaluations
<input type="checkbox"/>	Final Work Evaluation

**All document labels should include “WEx” in the title to distinguish them as Work Experience documents. (i.e. JSmith\_WEx\_Worksite Agreement)**

#### MUST provide copies to the Trainee:

<input type="checkbox"/>	Trainee Handbook
<input type="checkbox"/>	Latest Grievance Procedure
<input type="checkbox"/>	Trainee Agreement
<input type="checkbox"/>	Job Description

#### MUST provide copies to the Worksite Supervisor:

<input type="checkbox"/>	Supervisor Handbook
<input type="checkbox"/>	Latest Grievance Procedure
<input type="checkbox"/>	Worksite Agreement
<input type="checkbox"/>	Job Description
<input type="checkbox"/>	Timesheets (Additional Blank Copies)