Attachment

Chapter 4, Part 2 - Youth Program Activities

Work Experience Checklist

For Subsidized Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Participant Name |  | | |
| WIOA Application # |  | Program Year |  |
| Employer Name |  | Duration of Work Experience (Hours) |  |

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| --- | --- | --- | --- |
|  | | Attached | Not Applicable |
| Work Permit (Minors under 18) | |  |  |
| Completed I-9 | |  |  |
| Completed W-4 | |  |  |
| Worksite Agreement & Training Plan | |  |  |
| Completed Worksite/Employer Orientation | |  |  |
| Timesheets & Proof of Payment | |  |  |
| Pay Period Ending Date |  |  |  |
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