

MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE Federal Register/Vol.65, No.156 - §667.300; PL 134, 1119(a), 185(c), 188;	PAGE 1 OF 2
	ORIGINAL ISSUE DATE	REVISION DATE June 2013
	AUTHORIZED BY: Patricia Wallace, Assistant Director	
SUBJECT: Hard Copy File and Retention		ADDENDA:

Background:

The Arizona Job Connection system (AJC) assists in maintaining documentation for each WIA participant. The WIA participant's official case file is the electronic AJC file. However, staff must also maintain a hard copy file to document all relevant information pertaining to the participation.

Policy:

Staff must maintain a hard copy file to document eligibility requirements in accordance with State requirements. Also, all documents that require an applicant signature must be maintained in the hard copy file. The information that must be maintained in the file includes but is not limited to eligibility information, AJC documentation, assessment information, financial information, WEX/Training Vouchers/Contracts, and other miscellaneous information.

The following documents (hard copy) are required in the individual's case file:

- WIA Youth Application
- All documents required by AJC to document applicable eligibility items, including, but not limited to:
 - Citizenship
 - Date of Birth
 - Family Income
 - Family Size
 - Selective Service
 - Pell Grants
 - Receipt of Public Assistance
 - Right to Work
 - In School Verification
 - Social Security Number
 - *Substance Abuse
 - *Substantial Disability
 - Underachiever
 - Youth Barriers
- Equal Opportunity Complaint Procedure Form signed and dated by the applicant and staff
- Release of Information Form signed and dated by the applicant and staff
- ISS signed and dated by the applicant and staff
- Proof of Employment (Employment Verification Forms, Letters from Employers, Check Stubs, etc.), if applicable
- Proof of Credential and Date Attained (Copy of Credential, Letter from School, etc.), if applicable

- Older Youth Status at Exit/Follow up (Advanced Training or Post- Secondary Ed.), and relevant documentation
- Supporting Documentation from School for Educational Activities (i.e. tutoring)
- Younger Youth Status at Exit/Follow up (for attained H.S. Diploma or GED), and relevant documentation
- Younger Youth Placement Information at Exit/Follow up
- Other Exit Reason (Institutionalized, Health/Medical, Deceased, Reservist called to Active Duty, Relocated to Mandatory Residential Program)
- Gap in Service (Waiting for Planned Activities or Health/Medical or Time and Attendance Records
- Receipts, invoices, etc.
- Any other documents requiring the applicant/participant signature or required by AJC
- Any other documents required by the LWIA
- Skill Attainment documentation
- Objective Assessment documentation
- WEX documentation
- Training documentation

***Documentation regarding participant's medical history, behavioral, emotional and physical disabilities must be maintained in a sealed envelope and kept separately from the main file. Reference to confidential documentation needs to be made in AJC program case notes.**

Record Retention - The official AJC Records are maintained by the State of Arizona. However, hard copy file records of WIA local participants must be retained for **six** years after exit. Applications that do not result in registration are maintained on file for one year after the date of application, including supporting documentation. Maricopa County reserves the right to ask for any records throughout the duration of the **six** years.