	West Central Region Local Policy	
	Subject: Source Documentation and Upload Policy	Release Date: 11/20/2019
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It is imperative that information is entered into Missouri’s database management system, (MO Jobs) in order to generate timely reports at the State and Federal levels; therefore, this information needs to be entered promptly (including documentation to support credentials or employment, when applicable). Once participants have exited programs, follow-up procedures and documentation concerning these individuals must be entered into MO Jobs in a timely manner.

Naming Convention for Documents Uploaded into MO Jobs

Staff are expected to enter all verification documents, upon receipt, into MO Jobs for all active and exited participants. Please make sure to use the following naming convention:

Eligibility and Enrollment

- SSN
- Date of Birth
- Authorization to Work
- Selective Service
- Disability (If documentation contains confidential information, upload sheet that says “See Confidential File”)
- Veteran Status
- Employment Status
- UC Status
- Public Assistance
- Barriers
- Family Size
- Income
- EO/Complaint Grievance
- Release of Information
- Signed WIOA Application
- Supportive Service Request x-xx-xxxx (must include financial assessment and any backup documentation)
- Incentive Request x-xx-xxxx
- SKT Form (must include invoice from school)
- SKT 4 Form
- SKT 3 Form
- SKT Verification
- Work Experience Training Plan
- Worksite Agreement
- OJT Training Plan
- OJT Contract
- Supplemental Agreement
- OJT Pre-Assessment

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- Monitoring Form – Midpoint
- Monitoring Form – Endpoint
- Participant Orientation
- Employer Orientation
- MO Connections
- Talify
- CareerScope
- PPE x-xx-xxxx Approval
- Payment for Supportive Service Request x-xx-xxxx
- Payment for Incentive Request x-xx-xxxx
- Payment for ITA – participant name
- Eligibility Approval
- Funding Approval
- OJT Contract Approval
- Worksite Agreement Approval
- Work Experience Training Plan Approval
- Youth Declaration Statement
- SEAL Application and Essay
- SEAL Performance Review

Measurable Skills Gain

- Pre and Post TABE scores – Actual scores need to be uploaded
- Diploma
- Certificate
- Transcript
- Report Card
- Pay Increase
- Progress Report from training provider
- Mid-point monitoring
- End-point monitoring
- OJT monitoring

Exit and Outcome

- Outcome Review Form
- Supplemental Wage Information
- Hard Exit Supporting Documentation