

Employment and Case Management Checklist

Please check all boxes that are applicable

Comprehensive and Specialized Assessment of Skills and Service Needs

- ☐ TABE Testing
- ☐ Barrier Assessment
- ☐ Prior Work History
- ☐ Education
- ☐ Resume
- ☐ Referral to partner agency
- ☐ Other (specify) _____

Development of an Individual Employment Plan (IEP)

- ☐ Signed MACC IEP in file and any modifications to MACC IEP

Information on Training

- ☐ Service Provider Listing
- ☐ Handouts
- ☐ Pamphlets
- ☐ Other (specify) _____

Information on How to Apply for Financial Aid

- ☐ Website www.fafsa.ed.gov
- ☐ Name and phone number of school financial aid officer
- ☐ Other _____

Short-Term Prevocational Services

- ☐ Job Search Workshops
- ☐ Interviewing Workshops
- ☐ Key Train
- ☐ Other (specify) _____

Individual Career Counseling

- ☐ Job Search
- ☐ Placement
- ☐ REA Workshops
- ☐ Other (specify) _____

Provision of Employment Statistics Information

- ☐ ONET Website <http://www.onetonline.org/>
- ☐ <http://workforcewv.org>
- ☐ Local WDB website
- ☐ Other (specify) _____

Information Relating to the Availability of Supportive Services

- ☐ Housing Assistance
- ☐ Child Care
- ☐ Transportation
- ☐ Other (specify) _____