



**Finish Up For Free
Client File Folder Content Checklist:**

- Pre-Application
- Page One of WIA-20 and Required Documentation
- Page Two of WIA-20, Dislocated Worker Status and Required Documentation
- Page Three of WIA-20, Income Verification and Required Documentation
- Page Four of WIA-20
- UI800A (Adult or Dislocated Worker)
- DD-214, if Veteran
- Customer Information Release Form
- Grievance Procedure WIA-14
- Discrimination Compliant Procedure OET-513
- Case note entry regarding employment status and payroll check stub to verify, if client is employed
- Class Plan for degree completion
- Transcript of past college work
- Class Schedule
- Finish Up For Free Disclosure Form
- Statement of Need for Supportive Services
- Grades
- De-Obligation
- Additional documentation required by policy or guidance memorandum from EKCEP