

**Work First Employment Services  
Second Party Review Checklist**

Case Name: \_\_\_\_\_

Period of Review: \_\_\_\_\_

County: \_\_\_\_\_

Outcome Plan Reference Number: \_\_\_\_\_

PDC# \_\_\_\_\_

Review Date: \_\_\_\_\_

Certification Period: \_\_\_\_\_

Number of hours required to meet Federal participation: \_\_\_\_\_

**This tool is *optional* for two parent cases; please refer to Administrative Letter 1-2018 for required Two Parent tool. All sections must be completed by checking the appropriate box. If policy requirement is not applicable to the specific case please indicate in available box.**

	Yes	No	N/A	Comments
Strengths & Needs Assessment (DSS-5298) completed in NCFAST and signed within first 12 weeks of participation. (Adm Ltr. 4-2009)				
Strengths & Needs Assessment (DSS-5298) updated in conjunction with MRA-B (WF 118)				
Participant scheduled to meet federal participation based on age of youngest child (WF 118)				
Reasonable Accommodations provided (WF 117 & 118)				
Report of Medical Examination (DSS-8655) in record (WF 118)				
Documentation in record to support participant increasing participation or obtaining other benefits (WF 103 & 118)				
Signed MRA-B reflects assigned activities and supportive services in Outcome Plan (WF 103 & 118)				

**Federal Work Activities (Work First Manual Section 118)**

<b>Employment</b>	Yes	No	N/A	Comments
Hours projected or actual				
If projected, projection is based on two weeks of normal scheduled earned income				

<b>Job Search/Job Readiness (JS/JS)</b>	Yes	No	N/A	Comments
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Work Registration with NCWORKS obtained before component assigned.				
JS/JR limited to 12 weeks for Federal Participation				
Has participant been assigned this activity for four consecutive weeks				
If so, two random checks are completed and documented				
Hours keyed as non-countable towards federal participation for fifth week				
Job Search logs signed by the participant				
Time keyed in NC FAST is reflective of timecards in record				
Job Readiness: written documentation for participation is signed by provider				
<b>On the Job Training (OJT)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Limited to 12 months				
OJT contract and job description on file				
Time participant completed OJT supported with acceptable documentation				
<b>Work Experience (WE)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
WE agreement and job description in participants record (DSS-6905)				
Daily attendance records are signed by work site sponsor				
Fair Labor Standards Act (FLSA) calculation completed monthly				
FLSA calculations accurate in NC FAST				
Participant did not complete more hours than allowed by FLSA				
<b>Community Service (CS)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
CS agreement and job description in participants record (DSS-6905)				

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Daily attendance records are signed by the supervisor or site sponsor				
Fair Labor Standards Act (FLSA) calculation completed monthly				
FLSA calculations accurate in NC FAST				
Participant did not complete more hours than allowed by FLSA				
<b>Vocational Educational Training</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Course meets the parameters for Vocational Education				
Vocational Educational training does not exceed 12-month lifetime limit				
Documentation in record from the Educational Institute to support hours scheduled for participation				
Unsupervised study time being counted is supported by documentation from the Educational Institute				
<b>GED/HS for Teen Heads of Household</b> ( <i>through the month in which the head of household turns 20</i> )	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Actual hours of participation recorded				
Attendance reports signed by instructor				
Unsupervised study time being counted is supported by documentation from the Educational Institute				
<b><i>If "core" numbers of hours has been met through the above activities, the below can be included as countable for participation. (WF 118 VI)</i></b>				
<b>Job Skills Training Directly Related to Employment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Attendance reports signed by instructor				
Unsupervised study time being counted is supported by documentation from the Educational Institute				
<b>Education Directly related to Employment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Classes needed for the participant to be employed				
Case worker verified the participant does not have a high school diploma or equivalent				

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Attendance reports signed by instructor				
Unsupervised study time being counted is supported by documentation from the Educational Institute				
<b>Satisfactory Attendance at Secondary School or In a Course of Study Leading to a Certificate of General Equivalence (Secondary School or GED)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Attendance reports signed by instructor				
Study time limited to one hour for every hour of classroom time				
Study time documented by information from the Educational Institute				
<b>Keyed participation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Hours keyed in correspondence to timecards (days & times)				
Federal Excused hours utilized to assist in meeting the required participation hours				
If so, Federal excused hours limited to 16 per month/80 per 12 month				
Authorized Holiday hours utilized to assist in meeting required participation hours				
If so, hours were based on the number of hours scheduled				
Check issued within 3 days of receiving documentation				
Participant met scheduled participation				
Good Cause established and documented for non-completion of scheduled activities				

**Reviewed by:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

**Supervisor review by:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_