

DREP Participant File Review (NOT EMPLOYED)

Participants who do not start employment must not be enrolled in to the NDWG

NDWG _____

Region _____

Participant Name _____

State ID _____

Reviewer _____

Date _____

A. Paper File

1. Is there a timesheet? ☐ Yes ☐ No
2. Is there Worksite Orientation or Safety Training Documentation ☐ Yes ☐ No

B. Case Notes

1. Do case notes indicate employment (including Safety Training)? ☐ Yes ☐ No

If "YES" on any of the above, use the DREP Participant File Review – EMPLOYED form.

C. WIOA Application – Activities/Enrollment/Services Bar

1. Are there any DREP services tied to the current NDWG recorded on the WIOA record? ☐ Yes ☐ No
2. Have the above DREP services been closed as "voided"? ☐ Yes ☐ No

If NO, a change request must be completed to void the above DREP services. ☐ Yes ☐ No

3. Was the Grant Outcome bar completed for NDWG?

If YES, a change request must be completed to delete the grant outcome. ☐ Yes ☐ No

4. Are there any services tied to the Dislocated Worker Program (indicating enrollment into DW)? ☐ Yes ☐ No

D. Paper File

1. Is there documentation in the paper file? ☐ Yes ☐ No
2. Have all medical/confidential documents been removed and placed/stored in a locked and secured location? ☐ Yes ☐ No