



**IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM**

**Project WORKABILITY**

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**CASE FILE REQUIREMENTS CHECKLIST**

**STUDENT NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**SECTION 1**

◇ **Checklist**

- IVROP/WorkAbility Payroll Packet**
  - Employment Information Form
  - Employment Eligibility Verification (Form I-9)
  - Employee's Withholding Allowance (Form W-4)
  - Social Security Card (SIGNED – Two Copies)
  - Work Permit
  - Picture ID and/or Birth Certificate

**SECTION 2**

- ◇ **Case Notes**
  - Parent/Guardian Information Sheet
  - I.E.P. Verification Form
  - Public/Private Sector Training Agreement
  - Individual Training Plan
  - Student Assessment
  - Authorization To Treat of Minor
  - IVROP Grievance Procedure
  - Copies: Time Sheets & Paychecks