

SkillUP Enrollment Checklist

(Not required to use for enrollments)

Client Name: _____ State ID#: _____

Case Manager: _____

Funding: TANF FNS

- Enter Participation with S10 (*TANF*) or S20 (*FNS*) depending on funding source (*open and close same day*)
- Enter 213 Comprehensive Assessment (*open and close same day*)
- Enter 205 Employment Plan (*open and close same day*)
- Enter 101 Orientation (*open and close same day*)
- Enter 107 LMI (*open and close same day*)

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- Create Objective Assessment (*under Plan*)
 - Create Employment Plan (*under Plan*)
 - Create/Update Resume (*if job searching*)

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- Mandatory SkillUP Initial Case Note (*see page 17 of manual for guidance*)

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- E&T Engagement Effectiveness Survey
 - Release of Information Form Participant/Minor Child (*for success stories*)
 - Prior to training checklist (*if in a training*)

