

SkillUP Enrollment Checklist

(Not required for enrollment purposes)

Client Name: _____ State ID: _____

Case Manager: _____ Funding Source: FNS TANF

Core Activities

- 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)

Tasks

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

Case notes

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

Other

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

