

SkillUp Case File Review & Monitoring Form

Case Name:	Case DCN/User ID:	Contractor:	Staff Name/ID:
Reviewed By:	Review Date/Type: <input type="checkbox"/> Monitoring <input type="checkbox"/> Targeted <input type="checkbox"/> Other	Participant Status: <input type="checkbox"/> ABAWD <input type="checkbox"/> Volunteer	Review Period:

SNAP Application & Activities

SNAP application enrolled correctly (participation type, DCN present, correct provider selected, exited app process followed correctly)

Five required SNAP activities present (funding/101/107/205/213)

Activities closed correctly

Correct activity codes entered

Correct funding code(s)

Employment added to employment tab

Credentials added to credentials section

Wagner-Peyser application, if enrolling in WIOA

Resume, if enrolled in work activity

Notes:

Objective Assessment:

Current to the SNAP application and completed prior to entering a training or work activity

Career pathway and desired wage noted

Services sought are identified

Education and/or work history completed

All skills and barriers sections completed

Additional assessments completed if need was indicated

Notes:

Individual Employment Plan:

Objectives present for each goal, outline steps to achieve the goal and not the same as the goal

Minimum of one short-term and one long-term goal and goals are not the same

Goals align with activities on SNAP application

Goals/objectives reflect the desired career pathway/wage stated in Objective Assessment

Timeframe for completion

Assessment/skills/barriers reflected in objectives and/or goals

Employment is the final goal

Updated with changes

Notes:

Case Notes:

Mandatory Initial case note entered and contains required information

DWD Statewide Service Notes policy followed (see handbook for guidance)

Present for any supportive service, with details of justification/need/exploration of other resources

Present for any activity or service provided, including actions outside of MoJobs system

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Entered at time of contact

Notes:

Intensive Case Management/Supportive Services:

TRE/WRE issuances follow policy (justified, open activity, verified attendance)
TRE/WRE issued in accordance with provider policy (timeframes, amounts, etc)
Barriers addressed and/or referred to Community Based Organizations
Job Retention Services follow policy (see handbook for guidance)

Notes:

Documentation – Required Forms

FS-5 (DWD-PO-608) in case file and/or submitted for gained employment or ABAWD use
Eligibility & DCN verification form if SNAP application was created by staff in MoJobs
Complies with confidentiality requirements (file contains information for this participant only)

ABAWD only:

Exclusions Checklist present or discussion case noted
Job Center WIOA Services form (DWD-PO-609) for regaining eligibility
Agreement to Volunteer completed and submitted to FSD
Job description form for WE activity
Job Search Contract (DWD-PO-604A) and logs (DWD-PO-604B) for self-directed job search
Verification of hours submitted to FSD within 48 hours

Notes:

Reviewer Comments/Recommendations: