

## **WIA PARTICIPANT FILE CONTENT**

### **SERVICE PROVIDER**

- Copy of ITA
- Close Out Form
- Carry Over Form (if Applicable)
- Any amended forms (ITA, Carry over, Close out, supportive service invoices)
- Individual Employment Plan (IEP) - Adult, Dislocated Worker
- Copy of MOU
- Invoices for Tuition
- Paid receipts for books, supplies, etc. Anything requested on ITA or closeout for payment or student reimbursement
- Supportive Services Invoices
- Attendance verification sheet