

EMPLOYMENT & TRAINING

Employment Counselor Checklist

Please reference Support Service Policy when providing Education & Training financial assistance. Financial support for education is based on available funding at your agency's discretion. Utilize the checklist below when participants are considering training.

1. When Participants are considering Education & Training:

- Explain MFIP Education & Training Policy & Requirements
- Converse with participant about training interest *
- Encourage participant to utilize the WIOA Eligible Training Provider List (ETPL) *
- Provide FAFSA information & link to participant *
- Discuss childcare, transportation, and other supports/resources available & update Employment Plan with education, transportation & childcare goals/activities, if applicable
- If participant isn't eligible for financial aid or has additional costs after financial aid, discuss supplemental training financial support with supervisor & participant (if available)

2. Case File Documentation and Tracking once enrolled in Education:

- Update & track all information WF1 (EP, activity, case note, participation hours, etc.)
- Financial Aid Award Letter
- Class Schedule
- Statement of study time recommended from School/Training Site
- Quarterly/Semester Grades
- Monthly School Attendance Form

*The [Education & Training Guide](#) –is not required however can be a resource for the participant in career search. Career search links can be found on the guide.