



Adult and Dislocated Work Experience Checklist In Compliance with OWD Policy 08-2024

Checklist Updated: 2/3/2025

ITEMS REQUIRED PRIOR TO START OF WORK EXPERIENCE

EMPLOYER OF RECORD REQUIREMENTS

- Workers' Compensation
- Safe and Sanitary Work Environment
- Adequate Worksite Supervision
- Worksite Orientation with employer and participant (Case Note)
- E-Verify (within 3 business days of hire/start date)**

Case Management and Documentation

- Comprehensive assessment that outlines need and ability for a successful completion
- Employment Plan (work experience must align with career pathway)
- Employer Pre-Award Review (New Form)**
- EO-15 signed by worksite employer**
- Signed Work-Site Agreement (Good for 1 Year)**
- Detailed Training Plan**
- Work Experience Starting Case Note
 - Name of Worksite Employer
 - Employer of Record
 - Job Title
 - Begin and Projected End Date
 - Hours allotted for Work Experience (Max 300 Hours, unless extension approved by WDB)
 - Hourly Wage
 - Funding Source

ITEMS IN BOLD MUST BE UPLOADED TO THE DOCUMENTS SECTION IN MOJOBS



Adult and Dislocated Work Experience Checklist In Compliance with OWD Policy 08-2024

Checklist Updated: 2/3/2025

ITEMS REQUIRED THROUGHOUT DURATION OF THE WORK EXPERIENCE

- Completed Timesheets (Signed by Participant and Worksite Supervisor)**
- Payroll Documentation (Paystub/Verification of Payment to Participant)**
- Timesheet Case Notes
 - Payroll Invoice Period (Pay Period)
 - Number of Hours Worked
 - Gross Wages for Pay Period
 - Number of Hours Remaining
 - Funding Source
- Case Notes Updating Participant Progress (Not wage/hour information)

ITEMS IN BOLD MUST BE UPLOADED TO THE DOCUMENTS SECTION IN MOJOBS