



Job League Enrollment Checklist

Checklist Updated: 2/3/2025

ELIGIBILITY

- Missouri Resident** (only one needed)
 - MO Driver's License (unexpired)
 - Rent or mortgage receipt
 - Lease contract
 - Utility Bill
- Proof of Low-Income** (Less than 185% of Poverty)
 - Family Pay Stubs ([Income Guide](#)) (Disability does not count as family of one)
 - Proof of household receiving TANF or SNAP
- Social Security Number**
- Age**
- Citizenship**
- Selective Service Registration** (if applicable)
- Apply to Regional Generic Job Order

ONCE THE CHECKLIST IS COMPLETE, IT MUST BE UPLOADED TO THE DOCUMENTS SECTION IN MOJOBS

ITEMS IN BOLD ARE REQUIRED TO BE UPLOADED TO THE DOCUMENTS SECTION IN MOJOBS AND ATTACHED TO THE JOB LEAGUE PROGRAM



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REQUIRED PRIOR TO START OF WORK EXPERIENCE

- Job Order Entered for Employer
 - Resulted Job Order for Selected Participant
- Worksite Supervisor Orientation**
- Initial Case Note (Attached to Job League Program)
 - Summary of Eligibility
 - How the Plan will be implemented
 - Labor Market Information
 - Plan of Activities
 - Determination of Need
- Orientation (101)
 - Information on available services
 - Equal Opportunity Notice**
 - Training on Timesheets
 - Workplace behavior expectations
 - Release of Information**
 - Review of Training Plan
- Objective Assessment for Participant (511TSJL) (Objective Assessment Summary in MoJobs)
- Employment Plan for Participant (205) (Must address Barriers on OA)
- Youth Assessment
 - Participant has the skills and qualifications to participate successfully in training services
 - Participant has the necessary transportation, childcare and other supports needed to be successful in activity
 - Participant is in need of training services to obtain or retain employment leading to financial independence
 - Participant was placed in activities that align with the Employment Plan
 - Participant has selected a program of training services that is linked to employment opportunities in the local area or an area the individual is willing to commute or relocate
- Work Readiness
 - Adhering to workplace expectations
 - Attendance
 - Punctuality
 - Appearance
 - Conflict resolution
 - Positive communication skills
 - Getting along with staff and coworkers
 - Teamwork
 - Following directions and supervisor feedback
 - Correctly filling out timesheets and tax papers
 - Financial Literacy
 - Workplace Safety
 - Customer service
 - Other soft skills that will help the youth get the most out of their job
- Worksite Agreement**
- Worksite Packet (Left at worksite)
 - Worksite Agreement
 - Signed Orientation for each supervisor
 - Training Plan for each participant
 - Workers Compensation information

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