



**Workforce and Economic Development Division  
Job Link Services Department – Wal-Mart Brighter Futures 2.0  
Client File Folder Check List**

Student Name: \_\_\_\_\_ S-Number \_\_\_\_\_

Intake Date: \_\_\_\_\_ (if applicable/available)

Document	Check=Yes	JLS Staff	Comments
Enrollment/Reverse Referral Form			<input type="checkbox"/> Document completed
WBF 2.0 Brighter Future Employment Development Form			<input type="checkbox"/> Student informed of requirement to complete <input type="checkbox"/> WBF 2.0 EDP Completed
Self Attestation Form			<input type="checkbox"/> Given to student <input type="checkbox"/> Completed and Notarized
Basic Skills/GED			<input type="checkbox"/> Tri-C GED/ABLE program
Wraparound Support(s)			<input type="checkbox"/> Towards Employment – WorkAdvance program <input type="checkbox"/> CEOGC <input type="checkbox"/> Urban League <input type="checkbox"/> Job Link Services other <input type="checkbox"/> Job Link Services - UPass
Job Readiness			<input type="checkbox"/> OhioMeansJobs-Cleveland/Cuyahoga-ERecords <input type="checkbox"/> Tri-C Career Centers <input type="checkbox"/> Job Link Services – Workforce Connections
Training Program (if applicable)			<input type="checkbox"/> MIOA <input type="checkbox"/> NSS <input type="checkbox"/> CNC Composites/RightSkillsNow <input type="checkbox"/> STNA <input type="checkbox"/> PAS <input type="checkbox"/> ITSST <input type="checkbox"/> Truck Driving Academy <input type="checkbox"/> Mechatronics
Placement (if applicable)			

WBF 2.0 Partner Agency (if applicable): \_\_\_\_\_

Case Manager/Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Job Link Services Staff completing this checklist: \_\_\_\_\_

Job Link Service Staff assigned as a coach (if applicable): \_\_\_\_\_