ACP/P2P EDS Document Type	ACP/P2P EDS Document Name	ACP/P2P Directions	ACP/P2P Requirements
ACP - Appeals and Complaints	Appeal	If a participant is formally appealing a decision made by the organization. That document should be included in this section.	
	Equal Opportunity (EO) Complaint		
ACP - Assessments	Career Assessment	When a participant is given an objective and/or academic assessment to determine their skill levels; this includes formal and informal assessments.

Example may include RIASEC, CAPS/COPES/COPS, TABE, CASAS, Wonderlic, Work History, and Life Skills Inventories. | Minimally, participants need a Math and Reading assessment prior to entering a training program. |
	Interest Assessment or Inventory		
	Personality Assessment or Inventory		
	Program Assessment		
	Reading, Math Assessment		
	Skills Assessment or Inventory		
	Values Assessment or Inventory		
	Vocational Testing or Evaluation		
ACP - Consent, Release of Information	Consent for Release or Exchange of Information	Organizations may require participant to sign some Consent documents in order for them to obtain specific information or verifications of participant activity(ies) or employment.

DEED programs require participants sign and date the 2-sided Equal Opportunity/How we Use Your Personal Information document. These document templates are available within the ACP Documentation Needed to Support Participant Eligibility. | The 2-sided Equal Opportunity/How we Use Your Personal Information document must be included within each participant file. |
	Consent to Share Wage and Employment Information		
	Equal Opportunity (EO), How We Use Your Personal Information		
	General Release of Information		
	Inter-Agency Consent		
ACP - Correspondence	Certified Mail Receipt	When communicating with participants via USPS, that correspondence is included in this section.	
	Letter		
	Returned Letter		
ACP - Court and Legal	Adoption Decree	Any legal document(s) that may impact a participant's eligibility and/or employment prospect, that information is included in this section.	Only documents that determine a participant's eligibility or impact employment prospect is required.
	Background Check or Criminal History Record		
	Court Document, Order, or Record		
	Divorce Decree		
	Legal Separation Decree		
	Marriage License		
	Name Change Order		
ACP - Education and Training	Certificate of Attendance or Completion	Any documentation or verification of a participant's enrollment in a training program is included here.	Documents related to a certificate,

			credential and/or post-secondary degree earned is required.
	Class List or Schedule	Examples may include post-secondary education enrollment information, financial aid obtained, class schedule or registration information or certificate/credential earned after successful completion.	
	Course Registration		
	Credential		
	Education Plan		
	FAFSA (Free Application for Federal Student Aid) Report		
	Financial Aid Award Letter or Fee Statement		
	Grades or Transcript		
	Scholarship Info		
	School Books or Supplies List		
	School Documentation or Record		
	Training Request		
	Verification of School Attendance or Progress		
ACP - Employment	Cover Letter	When a participant and the Navigator develop an Employment Plan/Individual Service Plan/Action Plan at enrollment, and it is signed and dated by the participant and the Navigator. A copy of the plan, if not developed using a WF1's online template, must be included here. Any documentation that a participant submits as it relates to their active job searching activities. When a participant obtains employment, they must provide verification and that would be included here.	Participant's Employment Plan/Individual Service Plan/Action Plan is required at enrollment. Participant's verification of employment obtained is required.
	Employment Plan		
	Employment Plan Signature Page		
	Employment Verification		
	Integrated Resource Team (IRT)		
	Internship		
	Job Search Activity Log		
	Labor Market Info		
	On-the-Job Training (OJT) Contract or Documentation		
	Pay Stub or Check Stub		
	Preliminary Interview		
	Resume		
	Screen Shot		
	Time Card from Employer		
	Work Experience Agreement		
	Workers Compensation Record or Claim		

| ACP - Financial - Assets, Income | Bank Record or Statement | Any of these fiscal asset document(s) that may impact a participant's eligibility and/or employment, that information is included in this section.

These documents may also be used to determine need for Support Services. | Participant is claiming self-employment obtained, verification is required. |
	Direct Deposit Form		
	Self-Employment Income		
ACP - Financial - Authorizations, Purchase Orders, Payments	Authorization	Any of these financial documents indicating a participant has been issued support services related to the specific document named here is included.	Participant sign-off on tangible goods and/or services
	Bus Card/Gas Card Distribution Tracking Log		
	Purchase Order		
	Training Authorization		
ACP - Financial - Bills, Expenses	Bill or Bill Statement	Any of these financial documents indicating a participant has been issued support services related to the specific document named here is included.	Participant sign-off on tangible goods and/or services
	Cancelled Check		
	Child Care		
	Doctor Bill		
	Hospital Bill		
	Insurance (Car, Property)		
	Internet Bill		
	Invoice and Supporting Documents		
	Lease Agreement		
	Lease Payment or Receipt		
	Mileage Form or Log		
	Mortgage Payment or Receipt		
	Pharmacy Bill		
	Phone Bill		
	Receipts		
	Rent Payment or Receipt		
	School Textbook Purchase Receipt		
	School Tuition or Fees Statement		
	Screen Shot		
ACP - Financial - Other	Estimate or Quote	Any documentation related to a participant completing a financial assessment, budget, or any other financial related workshops.	Participant is enrolled in the Getting to Work program, the financial
	Financial Needs Analysis Budget Worksheet		

	Financial Needs Analysis or Assessment		workshop information is required.
	Obligation Form		
ACP - Financial - Taxes	IRS Form 1095, Health Insurance	Any financial documentation related to determining program eligibility.	
	IRS Form 1099, Miscellaneous Income		
	Property Tax Statement		
	W-2 Form		
	W-4 Form		
ACP - Financial - Unemployment Insurance (UI)	Unemployment Insurance (UI) Check Stub	Upload Unemployment Insurance Check Stub here.	
ACP - Identity	Baptismal Record	All documentation related to determining program eligibility.	Required to verify participant name, residency, age/DOB, Veteran status, Social Security number, and I-9 verification.
	Birth Certificate		
	Driver's License		
	Federal ID Card		
	Immigration and Naturalization Document		
	Local ID Card		
	Military ID		
	Passport Book		
	Passport Card		
	Permanent Resident Card		
	School ID		
	State ID		
	Tribal Enrollment ID		
	USCIS Form I-766 (Employment Authorization Document)		
	USCIS Form I-9 (Employment Eligibility Verification)		
ACP - Medical	Chemical Dependency Evaluation	Any documentation related to determining program participation or accommodations.	The documents must be made "private".
	Death Certificate or Verification		
	Doctor's Statement		
	Health Practitioner's Statement		

	Medical Document, Form, Record, or Report		
	Mental Health Record		
	Psychological Document, Form, Record, or Report		
	Rehab Evaluation		
ACP - Other	Landlord Statement	Any documentation indicating a participant has been issued support services related to the specific documents named here is included.	Participant sign-off on tangible goods and/or services
	Written Statement from State or Local Agency		
ACP - Program-Specific	Application Form	All documentation related to determining program eligibility.	Citizenship, Veteran, and annual income self-attestation is required as part of the participant enrollment documentation.
	Eligibility Form		
	Referral		
	Screen Shot		
ACP - Public Assistance	Public Assistance Record	Any documentation supplied by the participant to verify public assistance received.	
ACP - Selective Service	Screen Shot	If a participant is co-enrolled in a federally funded program, Selective Service Compliance will be required for that program. For Federally funded programs, this is a required element for all individuals born male on or after 01-01-1960. All individuals born prior to 01-01-1960 are automatically compliant.	Not required for ACP programs
	Selective Service Acknowledgment Letter		
	Selective Service Registration Card		
	Selective Service Verification Form		
ACP - Social Security	Form SSA-1365	Participants must submit verification of their Social Security number for program eligibility. If the participant uses a Social Security Card to verify the Social Security number, no further Social Security verification/action is required.	Required for ACP; see ACP Documentation Needed to Support Participant Eligibility
	Social Security Administration (SSA) Letter		
	Social Security Card		
	Ticket to Work		
ACP - Veterans	DD-214 Form	Upload proof of veteran status here.	If applicable, required as part of the participant enrollment documentation.
	Notice of Deployment, Call or Order to Active Duty or Change of Station		
	Veteran's Administration Letter		