

Element:	WF1 Number	WF1 Number	WF1 Number	WF1 Number	WF1 Number
Does the IEP list the participant's full legal name? (compare name to ID)					
Is it Dated?					
Does it state the Employment Goal?					
Is there documented justification for Employment Goal? (usually attached)					
Does it list Objectives - long term? (LT) (Usually an Employment Goal) <i>There must be an open LT or ST objective.</i>					
Do objectives have projected start and completion dates?					
Has it been updated after an objective completion date has passed?					
Does it list Objectives - short term? (ST) (Include training)					
Do objectives have projected start and completion dates?					
Has it been updated after an objective completion date has passed?					
Has it been Updated?					
335-395 days after original signature?					
Has it been Signed and dated – by the client? (including updates)					
Has it been Signed and dated – by a staff member? (including updates)					
Is there an Objective Assessment in file?					
Is there a Reading/Math assessment in file? (See Documentation Needed to Support Participant Eligibility for Math/Reading assessment requirements)					
Are Support Service (SS) plans and expenditures documented?					
On the IEP					

Is the Barrier listed?					
Is SS provided listed?					
In Case Notes					
On WF1 Support Service tab					
Are co-enrollments captured on the IEP?					
Is it Complete/Incomplete? All of the above must be true for it to be complete?					