HWF PAPERWORK CHECKLIST

Pre-Random Assignment

☐ Family Income Worksheet
☐ Documentation of TANF/RCA/Basic Food receipt or income
☐ Self-attestation form
☐ Documentation of eligibility to work in the U.S.
☐ Program Assessment Form
☐ Background check form
☐ Check random assignment status in PAGES
☐ CASAS/COMPASS scores (in most, but not all cases)
☐ Labor market and employer research components of ITA training packet

Random Assignment

☐ HPOG Informed Consent (Form A for individuals who are subject to RA; yellow Form B for those who bypass RA)
☐ PAGES Intake Form (cross out pages 8-10 for individuals who bypass RA)
☐ Conduct Random Assignment

Post Random Assignment
(only for customers assigned to the participant group)

☐ TRAC/NH Grievance Form
☐ EEO Forms
☐ Local evaluation informed consent
☐ Training research component of ITA training packet
☐ Career Plan
☐ Self-Sufficiency Calculator & budget
☐ HWF group therapy resource (talking points/flyer)
☐ Release of Information Form/Photo Release

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1 Background check form should be submitted to Seth/Patty for processing; attach HPOG Privacy Act Data Cover Sheet before submitting

2 All Informed Consent and PAGES intake forms should be returned to Miranda for processing; attach HPOG Privacy Act Data Cover Sheet before submitting