CEJA Program Participant File Checklist

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| **Participant Name** |  | | |
| **Application Date** |  | **Enrollment Date** |  |
| **Required Document** | **Documentation Received (yes/no/NA)** | **Date received** | **Document Source/comments** |
| **Enrollment decision letter & commitment agreement** |  |  |  |
| **Proof of address/Illinois residency (e.g., utility bill, lease)** |  |  |  |
| **Age verification (e.g., state ID/driver’s license)** |  |  |  |
| **Proof of GED/HiSET or Diploma (Climate Works)** |  |  |  |
| **Documentation of barrier reduction services** |  |  |  |
| **Certification and credential documents (i.e., OSHA, FirstAid/CPR, etc.)** |  |  |  |
| **Certificate of Participation (if applicable)** |  |  |  |
| **Documentation of placement into a job, RAP, or training program** |  |  |  |
| **Other** |  |  |  |