



WIOA PROGRAMS
SUPPORTIVE SERVICE
VOUCHER DOCUMENTATION CHECKLIST

Participant Name: _____ ASSET Pin: _____

The following documents must be attached for supportive services vouchers to be considered for approval. If any of the documentation is missing the case planner will be notified and the missing documentation must be submitted within 5 working days. If the documentation is not submitted the packet will be returned.

Customer Justification
Document Verification Checklist - verifying work authorization
Completed Voucher - signed and dated
Training-Related Supportive Service Form (if applicable)
Supportive Service Justification Form
Purchase Approval Request Form (if applicable)
Signed IEP/ISS
ASSET Customer Note - service not available through other sources.
ASSET Customer Note - verifying work authorization. Date of note: _____

All Supporting Documentation (Please check only the documentation that applies to the supportive service needed):
Receipts
Verification Letters
Employment Documentation
School/Training Class Schedules
School/Training Class Grades
Attendance Records
Participant Transportation Expense Reimbursement Request Mileage logs
Participant Childcare Expense Reimbursement Logs
Financial Information
Other (specify): _____
Other (specify): _____

Career Planner
Signature _____ Date _____

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