

Worksite Folder Checklist

Train & Earn Contractor: _____

Worksite Name: _____

Please see the information below:

All documents must be originals and have original signatures, NO EXCEPTIONS.

In addition, please print the required documents and place them in the worksite folder. A completed copy of this checklist should be attached to the inside cover of the worksite folder and maintained for your records.

WORKSITE FOLDER DOCUMENTS	
<input type="checkbox"/>	Worksite Application from YEPS
<input type="checkbox"/>	Worksite Agreement
<input type="checkbox"/>	Licenses (if applicable) <input type="checkbox"/> N/A
<input type="checkbox"/>	Trip Schedule (if applicable) <input type="checkbox"/> N/A
<input type="checkbox"/>	Worksite Responsibility Contract and Attestation Form
<input type="checkbox"/>	Pre-Assessment Report
<input type="checkbox"/>	Monitoring Log (NOT REQUIRED FOR REMOTE/VIRTUAL WORKSITES ONLY)
<input type="checkbox"/>	Contractor Worksite Assessment Reports (NOT REQUIRED FOR REMOTE/VIRTUAL WORKSITES ONLY) (1 report per month where a participant has been assigned. A letter is required on your agency letterhead for any month a participant has not be assigned)

Signing this form states all the required documentation has been submitted, and this folder is complete.

Contractor Signature: _____

Title: _____ Date: _____

Program Year _____