



Name: _____



Member Files Checklist

****MEMBER FILES SHOULD FOLLOW THIS ORDER****

Regular Member Orientation Documentation

- _____ 1. Member File Coversheet*
- _____ 2. Orientation Checklist*
- _____ 3. Member application (From eGrants when member first applied)
- _____ 4. Updated and complete Member information page from eGrants
- _____ 5. Member Enrollment Form (from eGrants – edit member info – print pages)
- _____ 6. Photo ID
- _____ 7. High School Diploma or GED (if not self-certified on enrollment form)
- _____ 8. Parental Consent form - Completed (Only if member is age 17)
- _____ 9. Member Service Agreement*
- _____ 10. Position Description
- _____ 11. Media Consent form*
- _____ 12. Healthcare Enrollment Form* (Only for FT members)
- _____ 13. Childcare enrollment form* (Only for FT members)
- _____ 14. Criminal History Authorization Form*
- _____ 15. National Sex Offender Public Website (NSOPW) report
- _____ 16. FBI Background check report
- _____ 17. State of Illinois Background Check Report
- _____ 18. Additional State Background Check report – if required
- _____ 19. Decision Tree/Memo – required if ANY results come back on state or FBI background check
- _____ 20. W4 Tax Document copy (These can be found online through google)
- _____ 21. Timesheets including accompaniment documentation if applicable – can be viewed electronically but accompaniment timesheets must be in file

Member Discipline Documentation

- _____ 22. Member discipline documentation

Evaluations

- _____ 23. Midterm evaluation
- _____ 24. End of Term evaluation

Suspension & Exit documentation

- _____ 25. Suspension Forms
- _____ 26. Early Exit Forms & Documents

* - available online