



Member Files Checklist

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

Regular Member Orientation Documentation

- _____ 1. Member application (From eGrants when member first applied)
- _____ 2. Updated and complete Member information page from eGrants
- _____ 3. Member Enrollment Form (from eGrants – edit member info – print pages)
- _____ 4. Photo ID
- _____ 5. High School Diploma or GED (if not self-certified on enrollment form)
- _____ 6. Parental Consent form - Completed (Only if member is age 17)
- _____ 7. Member Service Agreement
- _____ 8. Position Description
- _____ 9. Media Consent form
- _____ 10. Healthcare Enrollment Form (Only for FT members)
- _____ 11. Childcare enrollment form (Only for FT members)
- _____ 12. Criminal History Authorization Form
- _____ 13. National Sex Offender Public Website (NSOPW) report
- _____ 14. FBI Background check report
- _____ 15. State of Illinois Background Check Report
- _____ 16. Additional State Background Check report – if required
- _____ 17. Decision Tree/Memo – required if ANY results come back on state or FBI background check
- _____ 18. W4 Tax Document copy (These can be found online through Google)
- _____ 19. Timesheets including accompaniment documentation if applicable – can be viewed electronically but accompaniment timesheets must be in file
- _____ 20. Member discipline documentation
- _____ 21. Midterm Evaluation
- _____ 22. End of Term Evaluation
- _____ 23. Member Status Change Request Form