

Type/Labels	Category	Function (Where document goes)	List	Definition	Office Use
2450 Provider Authorization	Financial Aid Tracking	Auto-Filed	N/A	FASC/Tracking use only - save to system before printing for provider	N
Add a Child - Waitlist	Financial Aid	Auto-Filed	N/A	FASC use only - save to system when customer wants to add a child and a waitlist is in place for this priority group. Use ONLY when a waitlist is in effect.	N
Appeal - ChCare	Financial Aid	Eligibility	Eligibility	Appeal and all attachments	Y
Appeal - Scholarship	Financial Aid	Eligibility	Eligibility	Appeal and all attachments	Y
Attendance Form	Financial Aid	Auto-Filed	N/A	Attendance forms for customers receiving WFS scholarship. <b>Note: Do not use for tracking or TAA. For tracking, use 'All other cooperation hours' and for TAA, use 'TAA Update'</b>	Y
Award Letter	Financial Aid	Auto-Filed	N/A	Award Letter	Y
ChCare- Authentication Response	Financial Aid	Eligibility	Eligibility	Responses to Income Exception letter, Identity Mismatch letter, UI Early Warning letter, Work and Training letter, Relative Care Income letter	Y
ChCare - Board Transfer	Financial Aid	Fulfillment	Fulfillment - ChCare	Any documents provided for a customer who is requesting a Board to Board transfer.	Y
ChCare - Called from Waitlist	Financial Aid	Eligibility	Eligibility	Application and all attachments for a new customer who has been called in from the waitlist	Y
ChCare - Local Match	Financial Aid	Eligibility	Eligibility	New applications for customers attending schools participating in the local match initiative.	Y
ChCare - New FA App	Financial Aid	Eligibility	Eligibility	Application and all attachments for a customer not already in care	Y
ChCare - New FA App -Spec Cat	Financial Aid	Eligibility	Eligibility	Teen parents, Veterans, children with disabilities, other priority groups. <b>DO NOT USE for Local Match.</b>	Y
ChCare - Transitional	Financial Aid	Eligibility	Eligibility	Application and all attachments for working customer transitioning from TANF	Y
Correspondence	Financial Aid / Tracking	Auto-Filed	N/A	Letters sent to customers, TWIST generated letters, parent fee letter	Y
Cost Obligation-Training plan	Financial Aid	Fulfillment	Fulfillment - Scholarships	Cost obligation form/training plan used to enter or update commitments, prompts FAMS action for customers already determined eligible	Y
DFPS Referrals	Financial Aid	DFPS	DFPS	FASC use only - referrals to start DFPS care	N
EEO Discrimination Complaint	Financial Aid / Tracking	Auto-Filed	N/A	Should be scanned with FA app or as MD, but FASC or tracking can break out as separate document	Y
FASC TWIST Notes	Financial Aid	FASC TWIST Notes	FASC TWIST Notes	FASC use only - for use only when TWIST is unavailable, for later data entry into TWIST	N
Missing document	Financial Aid	Eligibility	Eligibility	Document needed to determine eligibility for scholarships, work/training support or child care that was not sent with application. <b>Do not scan missing eligibility documents as any other type.</b>	Y
Proof of Age	Core Eligibility	Auto-Filed	N/A	Documents used to prove age only. Should be scanned with other applicable documents when possible. FASC/tracking can store as core doc.	Y
Proof of Auth to work in US	Core Eligibility	Auto-Filed	N/A	Documents used to prove authorization to work in US for customers (I-9 documents). Office will scan with application. FASC will store as core document	N
Proof of Citizenship	Core Eligibility	Auto-Filed	N/A	Documents used to prove citizenship for children in care. Office will scan with application. FASC will store as core document.	N
Proof of Death	Core Eligibility	Auto-Filed	N/A	Documents used to prove that a customer or family member is deceased. Office will scan with application. FASC will store as core document. Always store under the name of the customer who is/was receiving services.	N
Recert - FA App	Financial Aid	Eligibility	Eligibility	Application and all attachments for a customer who already has child care financial aid	Y
Returned Mail	Financial Aid / Tracking	Auto-Filed	N/A	Use for all returned mail	Y
Scholarship - Called from Registry	Financial Aid	Eligibility	Eligibility	Application and all attachments for a customer requesting scholarship assistance or substantial support services who has been called in from the registry	Y
Scholarship/Support - FA App	Financial Aid	Eligibility	Eligibility	Application and all attachments for a customer requesting scholarship assistance or substantial support services	Y
Service Voucher	Financial Aid	Auto-Filed	N/A	Service voucher, signed check, returned checks/vouchers	Y
Special projects FA App	Financial Aid	Eligibility	Eligibility	Application and all attachments for OJT, Oil and gas, other special projects. <b>Includes FA apps for customers using TAA funding (do not include TAA packet)</b>	Y
TAA Academic Records	Financial Aid	TAA	TAA	Degree plans, transcripts, grades, schedules, attendance forms	Y
TAA Benchmarking Updates	Financial Aid	TAA	TAA	Benchmark documentation recorded on REP's, benchmark warning letters	Y
TAA Correspondence	Financial Aid	TAA	TAA	Employee statement of eligibility, written verification, job leads, customer withdrawal, verification correspondence	Y
TAA Cost/Financial	Financial Aid	TAA	TAA	Cost obligation forms, fee statements, vouchers, award letters	Y
TAA Customer Record	Financial Aid	TAA	TAA	Complete customer record with all documents related to the file. Historical only.	Y
TAA Orientation Packet	Tracking	Tracking	Tracking	Page 1 of REP with sections 1 and 2 completed/Explanation of Services. <b>DO NOT SEND FA App with packet.</b> FA app should be scanned as 'Special projects FA app'	Y
TAA REP	Financial Aid	TAA	TAA	New, amended or corrected Re-Employment Training Plans	Y
TAA Waiver	Financial Aid	TAA	TAA	Waiver documents, requested and approved	Y
Talent Development Application	Financial Aid ETC	ETC Eligibility	Eligibility	Application and all attachments for Talent Development (OJT).	Y
Training Check Request	Financial Aid	Fulfillment	Work/Trng Support	All check requests for a customer who has been determined eligible for a Workforce Solutions scholarship	Y
Updates	Financial Aid	Updates	Eligibility	Use when the customer is reporting any change or has responded to the registry letter (customer was already determined eligible). Used most often when customers receiving childcare report a change in family size or income.	Y
Updates-Eligibility	Financial Aid	Updates	Eligibility	FASC use only - updates that require eligibility review	N

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<b>Web mapping printout</b>	Financial Aid	Auto-Filed	N/A	Printout from any web mapping site/ supports amount of financial aid. Should be scanned with cash sub request, FASC can break out as separate document.	N
<b>Youth - FA App</b>	Financial Aid	Eligibility	Eligibility	Youth application and all attachments including TABE test if out of school	Y
<b>1816 SNAP E&amp;T Noncompliance Report</b>	Tracking	Auto-Filed	N/A	1816 SNAP Noncompliance Report	Y
<b>1817 SNAP Transmittal</b>	Tracking	Auto-Filed	N/A	1817 SNAP Transmittal	Y
<b>1822 Work Requirement</b>	Tracking	Tracking	Tracking	1822 Work Requirement	Y
<b>2583 TANF Transmittal</b>	Tracking	Auto-Filed	N/A	2583 TANF Transmittal	Y
<b>All other cooperation hours</b>	Tracking	Tracking	Tracking	All cooperation hours other than employment or high school (job search, community service, training)	Y
<b>Appeal - Tracking</b>	Tracking	Tracking	Tracking	Documents used for appeal	Y
<b>Certificate-Credential</b>	Tracking	Tracking	Tracking	Any document used to <b>prove attainment of credential</b> - prompts TWIST data entry. <b>Do not use for birth certificates.</b>	Y
<b>Community Partner FA</b>	Tracking	Tracking	Tracking	Financial aid application and supporting documents for customers working with a community partner.	Y
<b>Community Partner Referral</b>	Tracking	Tracking	Tracking	Any referrals received or sent to and from any community partner.	Y
<b>Community Service Agreement</b>	Tracking	Auto-Filed	N/A	Community Service Agreement	Y
<b>Counseling Notes</b>	Tracking	Tracking	Tracking	For use only when TWIST is unavailable, for later data entry into TWIST	Y
<b>Disaster Recovery - CO Eligibility</b>	Tracking	Tracking	Tracking	Application and all attachments for customers determined eligible for disaster funds by the career office; Tracking to ensure all notes and documentation meet eligibility criteria, complete data entry	Y
<b>Global Cash</b>	Tracking/ Financial Aid	Tracking / Fulfillment	Support Services / Work/Trng Support	Include cash sub form and any additional documents needed to process request. Tracking will complete TWIST entry then use the ' <b>Move</b> ' stamp to move the document to the FASC fulfillment list	Y
<b>Grades or Transcripts</b>	Financial Aid	Tracking	Tracking	Grades or Transcripts	Y
<b>Information Release Form</b>	Tracking	Auto-Filed	N/A	Signed information release form granting WFS permission to verify customer employment records	Y
<b>Makeup Agreement</b>	Tracking	Tracking	Tracking	Makeup Agreement	Y
<b>Medical</b>	Tracking	Tracking	Tracking	Medical documents. This label has restricted user view. <b>Note: Do not use the 'Confidential' store dialog for customer Medical documents.</b>	Y
<b>Mobility Assessment</b>	Tracking	Tracking	Tracking	Completed Workforce Solutions mobility options assessment form	Y
<b>NCP Correspondence</b>	Tracking	Auto-Filed	N/A	NCP Correspondence	Y
<b>NCP Court Order</b>	Tracking	Auto-Filed	N/A	NCP Court Order	Y
<b>NCP Service Plan</b>	Tracking	Auto-Filed	N/A	NCP Service Plan	Y
<b>Parent Agreement - Tracking</b>	Tracking	Tracking	Tracking	Signed parent agreement that goes to the tracking unit (Choices and SNAP E&T)	Y
<b>Rescan-Tracking</b>	Tracking	Tracking	Tracking	Corrected document - alerts tracking to check items that were stamped 'Office Action Needed'	Y
<b>RESEA-Orientation</b>	Tracking	Tracking	Tracking	Documents for rapid re-employment claimants who receive services at a career office. Documents may include signed employment plan, back to work agreement, addendum and Dislocated Worker supporting documents including authorization to work documents/checklist.	Y
<b>School Letter - Schedule</b>	Tracking	Auto-Filed	N/A	School Letter / Schedule <u>Does not prompt data entry.</u>	Y
<b>Self Emp Ent Verification</b>	Tracking	Tracking	Tracking	Self Emp Ent Verification	Y
<b>Snap Orientation (Brochure)</b>	Tracking	Tracking	Tracking	Snap Orientation (Brochure)	Y
<b>Special Projects</b>	Tracking	Tracking	Tracking	Use only for special projects documents that go to the Tracking Unit	Y
<b>Support Service</b>	Tracking	Tracking	Support Services	Use for all support services <b>other than Global cash and Training Check Requests</b> : include any documents needed for data entry in addition to cash sub form	Y
<b>TANF Orientation</b>	Tracking	Tracking	Tracking	(2588 HHSC App + Brochure +Family Coop Agreement)	Y
<b>Tests</b>	Tracking	Tracking	Tracking	Any tests that were not needed to determine eligibility for Youth funding	Y
<b>TIERS Printout</b>	Tracking	Auto-Filed	N/A	TIERS Printout	N
<b>Unit Transmittal</b>	Tracking	Tracking	Tracking	Any documents needed to support a TWIST transaction or use to request action by the tracking unit (CSA)	Y
<b>W42 RESEA Transmittal</b>	Tracking	Auto-Filed	N/A	W42 Forms completed by career office staff	Y
<b>Work-based Learning</b>	Tracking	Tracking	Tracking	Use only for work-based learning documents other than those needed for eligibility determination.	Y
<b>Work Hours</b>	Tracking	Tracking	Tracking	Hours reported for employment or High School	Y