



## 2010 Summer Youth Employment and Learning Program Reporting Documents and Time Frames

Form/Report	Information	Due Date to CWP
<b>Worksite Agreement</b>	Participant worksite placement	By July 2, 2010
<b>TANF MOU</b>	Worksite supervisor match	By July 2, 2010
<b>Operations Manual Certification</b>	Acknowledgement of program staff receipt of manual	By July 2, 2010
<b>Timesheets</b>	Weekly participant work hours	Electronically every Monday by 12 noon Paper copies every Monday by 12 noon
<b>Initial SYELP Employee Performance Review</b>	Baseline evaluation of work readiness skills after first week on the job	Within 1 week of receipt from worksite
<b>Final SYELP Employee Performance Review</b>	Evaluation of work readiness skills during last week on the job	Within 1 week of receipt from worksite
<b>SYELP Portfolio Checklist</b>	Participant portfolio elements completed	Within 1 week of participant completion of program
<b>SYELP Exit Record</b>	Participant exit from program, including date, reason and related services	Within 1 week of participant exit