



Case File Order

Updated: 10/30/13

SECTION 1: FINANCIAL INFORMATION (Chronological)

- Authorization Request Forms
- Corrective Action Plan (Consumer Accountability)
- Consumer Reimbursement Form
- Cost Estimates (modifications, equipment, etc.)
- Invoices
- Proof of Purchase Form
- Service Authorization Copies (optional)
- Timesheets

SECTION 2: BASIC AND CONTACT INFORMATION (Chronological)

- Action Planner
- Application
- ESN/DHHS Release of Information
- ESN/SSA 3288 Consent for Release of Information/General
- ESN/SSA 3288 Consent for Release of Information/Earnings
- Handwritten Informational Notes
- Information Releases from other programs
- Next Steps
- Original photocopy of the front and back of the immigration document if a non-citizen
- Original photocopy of the front of the social security card if a non-citizen
- Release of Information form and any updates
- SSA-3288 Consent for Release of Information/General
- SSA-3288 Consent for Release of Information/Earnings
- Waiver of Parent Signature Form
- Referral Form or Written Referral

SECTION 3: ELIGIBILITY/MEDICAL (Chronological)

- Audiology Calculating Tool (optional)
- Functional Capacity Checklist
- HELPS Brain Injury Screening Tool

- IEP, Multi-Disciplinary Team Report and/or Educational Psychological Report
- Impairment Checklist
- Med./Psych. Information
- Physical Capacities Form
- Request for Medical Information Form
- Social Security verification documents
- All copied information from a previous case record (Bottom Document)

SECTION 4: IPE DEVELOPMENT

1. IPE (Original and IPE Amendments forms) (Top Documents)
2. Notebook Activities (Optional: Underneath IPE documents)

Follow Documents Chronological

- Abilities Fund: Exploring Entrepreneurship Workshop Referral
- Abilities Fund: Self Employment Assessment & Referral
- AgrAbility Assessment Report
- ATP Referral Form and Report
- ATP Service and Device Application
- Communication Assessment Form
- Consent for a Non-paid Exploration and/or Assessment Placement
- Consent for a Paid On-the Job Evaluation Placement
- DHHS Request for Child and/or Adult Abuse and Neglect Central Register/ry Check(s)
- Educational Budget Information and/or Budget Worksheet Form
- Evaluation Assessment Materials
- Evaluation Assessment Report
- Grade Transcripts (Obtained prior to IPE Approval)
- Independent Living Assessment forms
- Informational Interviews
- OJE Letter Checklist
- OJE Letter
- Post-Secondary Training Justification
- Self Employment Discussion Questionnaire
- Self Employment Business Plan
- Self Employment Feasibility Report
- Summary of Employment Discussion (Optional: Bottom document)

SECTION 5: Services & Progress Report

1. Weekly Job Search Record (Top Document)
2. Job Search Agreement (Second Document) Chronological

Following Documents Chronological

- All Training Progress Reports
- Consent for a Non Paid Training Placement
- Consent for a Paid On-the-Job Training Placement
- Equipment Agreement Form
- ESN/NWII Benefit Analysis Referral Form
- ESN/NWII Benefits Analysis Report
- Grade Transcripts or Reports (For monitoring progress)
- High Cost Fund Application
- OJT Letter Checklist
- OJT Letter
- Résumé
- Student Financial Aid Report (SFAR) or (SFAR-E)
- Work Opportunity Tax Credit (WOTC)

SECTION 6: Correspondence

- Successful Outcome Letter, Office Director Letter, or Termination Letter
- Client e-mails (To & From – Relating to progress or case decisions if printed)
- Letters

Follow Documents Chronological