

LISC Reentry Bridges to Career Opportunities

Client Eligibility Checklist and Certification Form

Organization: _____

Client Name: _____ REO Intake Completed Date: _____

Category	Required documentation	Certifying Staff Initials	Date Received
Proof of work / Age +25	Program eligibility: File documentation establishing identity and work eligibility (Form I-9). Most common examples: State-issued ID, Social Security Card		
Selective Service Registration	Printout of Selective Service registration (or other related documentation outlining special circumstances) for men born on or after January 1, 1960).		
Criminal History Documentation	Example: BCA printoff, release conditions, etc. client file should show date of release (w/in 180 days) and/or dates of supervision period (parole, probation)		
National Sex Offender Registry	Printout with full list, including headshots to identify that client is not on the list.		
Census tract eligibility	Documentation proving client lives/is incarcerated within approved census tracts (including screen shot, census tract number written on files), found on http://www.foc-network.org/dol-reentry.html *Clients experiencing homelessness at time of enrollment must provide proof of previous permanent residency within the approved census tract, and a signed self-attestation form indicating their intent to move back into the census tract once stably housed.*		
Consent to Research form	Document signed by enrolled client, found on http://www.foc-network.org/dol-reentry.html		
Consent to Release of Information	Document signed by enrolled client, found on http://www.foc-network.org/dol-reentry.html		
Equal Opportunity Form	Document signed by enrolled client, found on http://www.foc-network.org/dol-reentry.html		
Career Development Plan	Living document. This document must be signed by the client and include relevant industry-recognized credentials.		
Risk Needs Assessment, if applicable	*Only required for violent offenses. Examples: ORAS, LSI-R, IORNS		

Staff member certifies that client is eligible and has required documentation for REO Bridges to Career Opportunities. After certifying client, please enter client information to Salesforce REO Intake.

Staff Signature

Date