

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD SCHOLARSHIP PANEL CHECKLIST

Instructions: Employment Readiness Specialists (ERS) or Academic Career Advisors (ACA) are to use this checklist to ensure all required areas are addressed. The ERS/ACA will initial each item as it is completed. Once complete, the ERS/ACA will attach the checklist to the front of the Scholarship Application packet. Please be sure to place all required documentation in the numerical order indicated on the checklist. The ERS/ACA should then submit two copies of the packet to Fresno Regional Workforce Development Board (FRWDB) staff no later than the Friday prior to the scholarship panel date.

Only include the information listed on this form in the Scholarship Package.

FRWDB staff will crosscheck to ensure all items are complete and **will return any incomplete packets.**

Participant Name:		Date of Request:	
State ID #:		Grant #:	
ERS/ACA Name & Agency:		ERS/ACA Phone:	
Planned Training Start Date:		WIOA Enrollment Date:	
Training Provider:		Training Program:	
DOCUMENTATION REQUIRED	COMMENTS	ERS/ACA INITIALS	FRWDB STAFF INITIALS
1) Scholarship Application			
2) Financial Aid Documentation			
3) Occupational Self-Certification			
4) Approved Waiver, if applicable			
5) Career Track Application			
6) Current Interview Ready Resume			
APPROVAL STEPS	COMMENTS	INITIALS	FRWDB STAFF INITIALS
1) ERS/ACA Approval			
2) ERS/ACA Supervisor Approval			
3) Panel Interview Date			
POST PANEL STEPS	FRWDB USE ONLY		
	STATUS	INITIALS/DATE	
1) Panel Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
2) Award Certificate ordered			

Additional Comments:
