

# QUEST Application Checklist

✓	<b>Application Requirements</b>	
	WIOA Application	Included in this packet
	Individual Opportunity Plan (IOP)	Completed with Jocelyn or your OMJ case manager
	Dislocated Worker Status	Checklist form included in this packet (there are 2 separate checklists that are slightly different, please complete both)
<b>Identification Documentation</b>		
	Copy of Driver's License or State ID	Photo copy or printed photo of the <u>front and back</u> of your license or State ID
	US Citizen/ Right to Work	Birth certificate, social security card, or other ID/ documentation with proof of citizen status/ right to work
	Selective Service	If you are a male 18 or older you must be registered for the Selective Service (If unsure, check here: <a href="https://www.sss.gov/verify/">https://www.sss.gov/verify/</a> )
	Dependent Status Form	Included in this packet
<b>Ohio Means Jobs &amp; HAPCAP Participant Documentation</b>		
	Release of Information	Included in this packet: this allows Jocelyn and OMJ to talk to each other and to the school about your application and employers in your job search after you complete your training
	Programmatic Complaint form	Included in this packet: this outlines the procedure of filing a complaint about services received
	Conflict of Interest	Included in this packet
	OhioMeansJobs.com Registration	You must provide proof that you have completed this registration
	OhioMeansJobs.com tour/video	You must provide proof that you have completed this tour/video
<b>Schooling/ Training Program Information</b>		
	Acceptance letter of schooling	If you received a letter or email from the training program or school letting you know you were accepted into the program please provide a copy
	Financial Aid	If you have, or have applied for, any financial aid to help with the tuition of your training program please provide
	Transcripts	If you completed school in the past 6 months provide an unofficial transcript. If more than 6 months since graduation please discuss your assessment/ evaluation requirement options with Jocelyn
	Schedule of classes	Class names, dates and times of all classes you are enrolled in.

Return completed packet to Jocelyn Howard: Broadband Coordinator at HAPCAP.  
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