

Accessing Teen Checklists and Entering Teen Enrollment Requirements

Click **Activities** from the main menu, running vertically along the left side of the screen

1 Click on the program link

If you don't see your program listed on the Activities page, make sure your term is correct

2 Click on the Enrollment tab

3 Click on a teen's status to access his/her checklist (a teen's checklist shows you if a teen has met all of his/her enrollment requirements)

Clicking on the teen's name will bring you to the teen's record

Enrollment Status is based on enrollment requirements

Pending=All enrollment requirements are NOT completed

Enrolled=All enrollment requirements are completed

At the bottom of the Enrollment page there is a link to the **Checklist Report**. This report will show you which enrollment requirements your teens are missing

Enrollee Checklist Report
Creation Date: 3/13/2015, 2:09:03 PM (PT)

Agency: After School Matters
Program: After School Matters
Service: Advanced Baseball
Activity ID: 2333325
Contract ID: 05153145

Enrollee#	Aud	Int	Checklist Status	SSN Entered	SSN Verified	Addr Verified	Cst/Rel on File
Small, Joshua			INC	X			SU13 07/16
Rodriguez, Sara			INC	X			
Smith, Brian			INC	X			
Thomas, Lindsey			INC	X			
Chang, Smanatha			INC	X			X
Gilmore, Ben			INC	X			SU13 07/16
Bacera, Jorge	Y		INC				
Mento, Brian			INC	X			
Hought, Mary			INC	X			
Quintero, Michael		Y	COMP	X	X		SU13 07/19
Banks, Cathy			COMP	X	X	X	SP14 03/31

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Mark items on the checklist as they are received from teen

After School Matters Logout

ENROLLEE INFORMATION Cancel Save Save & Print

Auditor

Intern (Additional checklist items will appear after save)

ENROLLMENT CHECKLIST

Allen Baker

Spring 2015 Checklist

SSN/ITIN Entered	No	Enter Here: <input type="text"/>
Copy of Social Security Card / ITIN (optional)	No	
SSN/ITIN Verified	No (Ver:)	
Last Known SSN Verification Code		
Program Acknowledgement, Consent and Release on File	<input type="checkbox"/>	
Address Verified	No	
Ventra Card Status		
Spring 2015 Checklist Notes		
Notes		

If teen is an Auditor or Intern in an Apprenticeship, check the box

Enter teen's Social Security Number or ITIN. The default for SSN/ITIN Verified is "No," but a "Yes" indicates the SSN/ITIN has cleared

Check off the Program Acknowledgement, Consent and Release on File field once you have received this form from the teen.
Note: Interns must turn in a different Program Acknowledgement Consent and Release form than Apprentices.

The default for Address Verified is "No," but a "Yes" indicates the address is valid. Enter correct address in the teen record

★ Interns/Assistants will have additional fields on their checklist

Admin List

Summer 2017 Intern/Assistant Checklist (only required for interns/assistants)

Intern/Assistant Program Acknowledgement, Consent and Release on File	<input type="checkbox"/>
Copy of Student ID, State ID, Drivers License, or Passport on File	<input type="checkbox"/>
I9 on File	<input type="checkbox"/>
Copy of doc for I9 Employment Authorization (e.g. SSN card)	<input type="checkbox"/>
Federal and State W-4 on File	<input type="checkbox"/>
Federal Marital Status	<input type="radio"/> Single <input type="radio"/> Married
Federal Exemptions	<input type="text"/>
Exempt from Federal Withholding?	<input type="radio"/> Y <input type="radio"/> N
State Marital Status	<input type="radio"/> Single <input type="radio"/> Married
State Exemptions	<input type="text"/>
Exempt from State Withholding?	<input type="radio"/> Y <input type="radio"/> N
Summer 2017 Checklist Notes	
Notes	

Check off that you have the I9 completed along with copies of the assorted documents

Check off that you have received the W-4 forms and enter the requested information from those forms

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Once all requirements are checked, the teen will change from Pending to Enrolled status.