

DREP Checklist



Participant Name _____

- Verified Wagner-Peyser Enrollment
- Completed IowaWORKS profile, including most recent employment history
- Referral to DREP Job Order

Job Order # _____ Position _____ Worksite _____

- Marked as 'Hired' to DREP Job Order

Verified DREP Eligibility, eligible as:

- Unemployed individual as a result of the disaster
- Self Employed Individual either Unemployed or Significantly Underemployed as a result of the disaster
- WIOA Dislocated Worker (*Must be co-enrolled in Dislocated Worker program*)
- Long-term unemployed

Pre-Employment Screenings

Does Worksite require drug testing? Y / N
Date Referred for Test: _____ Able to Participate? Y / N

Does Worksite require background check? Y / N
Date Referred for Completion: _____ Able to Participate? Y / N

Does Position require a physical? Y / N
Date Referred for Exam: _____ Able to Participate? Y / N

Does Position require a tetanus shot? Y / N
Date Referred for Service: _____ Able to Participate? Y / N

- Completed Title I WIOA Application
- Completed Title I WIOA Participation
- Created Individual Employment Plan, with a Short-Term Employment goal of "To obtain DREP employment"
- Recorded All Necessary DREP Services (only record those services received)
 - ###-DREP Comprehensive Assessment
 - ###-DREP Full Development of IEP
 - ###-DREP Employment
 - ###-DREP Safety Course (debris positions only)
 - ###-DREP Supportive Services

*If eligible as a Dislocated Worker, record at least one service received to the Dislocated Worker program

- Participant signed/completed all DREP Forms
 - Participant Orientation Form
 - Worksite Orientation Form
 - Media Consent Form
 - Emergency Contact Form
 - Medical Disclaimer Form
 - W-4 Documentation
 - I-9 Documentation

- Mandatory Initial Service Note Completed

For Debris Positions Only: Is Participant in need of fitted clothing to perform work? Y / N

Shoe Size _____ Shirt Size _____ Pants Size _____

1st Evaluation Date Due (every 90 days) _____

Participant File Review Form Due (within 30 days of enrollment) _____

For additional information about Iowa Workforce Development services, contact an IowaWORKS Job Center near you. Locations and additional information are available at www.iowaworkforcedevelopment.gov or 866-239-0843.

Iowa Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.