

# Bridges Case Record & Document Uploading Requirements

The following is a guide regarding Bridges case record requirements including documents that *must be* uploaded to SACWIS or kept in the paper case file. Documents listed below include those you may happen to receive throughout the life of the case and denote what section of the case file the document should be placed. This list is non-exhaustive. If you have documentation and are unsure if and where it should be retained, please speak with your Regional Coordinator or ODCY policy developer.

## I. Bridges Assessment

- Bridges Assessment Questionnaire (S)

## II. Bridges Plans

- Signed Bridges Plan (S)

## III. Bridges Reviews

- Signed Bridges 90 Day Review (S)
- 90 Day Review Eligibility Documentation (S)

## IV. Eligibility Documentation

- Application Eligibility Documents (S)
- Ongoing Eligibility Documents (\*)
- Provisional Agreement (contingency document) (\*)
- Bridges Eligibility Acknowledgement Form (\*)
- JFS 1621 Voluntary Withdrawal Request (SV)
- JFS 1619 Notice of Ineligibility (SV)
- JFS 1620 Notice of Termination (SV)

## V. Transition Planning

- Transition Plans
- Social Medical/Education
- Social Security Cards
- Birth Certificate
- Self-Sufficiency Checklist (pending) (\*)
- Life Skills Development (i.e. resume, references list, career assessment, etc.)

## VI. Housing

- Host Home Agreement (if applicable) (\*)
- Lease Agreement/Other Housing Agreements
- Eviction Notices

## VII. Financial

- Young Adult Budgets (\*)
- Tier Screening Tools (S)
- NO RECEIPTS

## VIII. Medical

- Any Medical Related Documents

## IX. Legal

- Notice of Best Interest & Reasonable Efforts Hearings (\*)
- Other Legal Paperwork (\*)

## X. Correspondence

- Bridges Authorization to Exchange Information(\*)
- Emails or Letters from Service Providers

## XI. Other

### KEY:

(\*) Must be Retained in Paper Case Record

(S) Must be Uploaded to SACWIS

(SV) Click SAVE when generated in SACWIS

All other documentation, may be kept in either case file or SACWIS, if the documentation is applicable to your young adult.

