

HVRP FOLDER MAKE UP INSTRUCTIONS FOR LOGGING IN AND PLACING DOCUMENTS

A 6-PAGE FILE FOLDER IS USED FOR LOGGING ALL DOCUMENTS AND INFORMATION

1. Inside front cover (left)

- * Top document – Cover letter printed from Access**
- * Second documents – DD214 and other appropriate copies of IDs (SS card, driver's license, etc.)**
- * Third document(s) – Letter of homelessness (or at risk, shelters, couch surfing, etc.)**
- * Fourth Document – HVRP participation agreement signed by veteran and manager**

2. Inside front cover (right)

- * Top document – IEP (individual employment plan)**
- * Second document – O-net online career interest profile**
- * Third document – HVRP Assessment**
- * Fourth - Resumes and other pertinent documents pertaining to veteran's employment history**

3. Middle cover (left)

- * Training log – used to log all training accomplished or paid for by HVRP**
- * All documentation verifying training log (placed under training log in order of oldest on top to newest)**

4. Middle Cover (right)

- * All case notes (commence with blank case notes file and add on to file as information presents itself)**

5. Inside back cover (left)

- * Financial Log – used to document all expenditures and financial transactions**
- * All documentation verifying financial log (placed under financial log in order of oldest on top to newest)**

6. Inside back cover (right)

- * Employment log – used to document all letters of hire, pay statements, and other pertinent employment**
- * All documentation verifying employment (placed under employment log in order of oldest on top to newest)**