

## **General DET Contract Policy 3 –Uploaded Documentation in Delaware JobLink (Youth and Adult)**

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### Policy

All eligibility documents will be uploaded in Delaware JobLink. Once documents are uploaded, they should not be maintained in the participant's file. For required eligibility documents, see appropriate Program Eligibility policy. No other documents are required to be uploaded.

Contractors may request to maintain other documents in the Delaware JobLink uploading feature and not maintain in the participant file. Requests must be submitted in email to the assigned Contract Specialist and approved prior to implementing.

### Procedure

The following steps should be taken in Delaware JobLink in order to scan required documents

1. Scan all required documents together so it results in one document
2. In Delaware JobLink:
  - a. Conduct a client search and select client
  - b. On the Case Details screen (first screen to populate after client selected) scroll down to the Uploaded Documentation section
  - c. Select "Add New Document"
  - d. Documentation Item, select "Eligibility Documentation"
  - e. Select Documentation Item Type, select "Enrollment" and click continue
  - f. Type of Document, select "Eligibility"
  - g. Data Elements to be Verified, select all the items that the documents being uploaded documents
  - h. Browse for your document to upload and click Finish

Please note:

- All uploaded documents should be legible and clearly identified as to what they are being used to document; and
- The assigned Contract Specialists can always delete uploaded documents (e.g. if a document is uploaded to the wrong participant or the wrong document is uploaded).