



# Memo

**To:** Career Center

**From:** Adult Programs

**Date:** November 3, 2015

**Re:** Applicant Statement

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Applicant statements may be used on a limited basis to document those items that in some cases are not verifiable or may cause undue hardship for applicants to obtain. An applicant statement may be used in the instances described below only after all practicable attempts to secure documentation have failed. These attempts should be documented in the case notes.

In order to utilize the applicant statement as documentation, the following requirements must be adhered to:

- a. The Applicant Statement form must be utilized.
- b. Use of the applicant statement is limited to the following instances:
  - (1) **Unemployed adult eligibility:** for proof of income for applicants who claim little or no income; statement should indicate means of support, e.g. unemployment compensation, for the previous six-month period.
  - (2) **Applicant with disabilities:** when observable or obvious condition.
  - (3) **Highest grade completed:** for applicants that completed school in another country or when documented attempts to obtain proof cannot be attained at the time of eligibility.
  - (4) **Homelessness:** for applicants that cannot provide a letter from a shelter (last resort).
  - (5) **Pseudo Number:** when the applicant refuses to provide proof of their social security number or the applicant is a refugee that has not been provided with a social security number.

**APPLICANT STATEMENT**

Applicant Name: \_\_\_\_\_

Last 4 Digits of the Social Security Number: \_\_\_\_\_

I hereby certify, under penalty of perjury, that I \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that the information stated above is true and accurate, and understand that the above information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

The above applicant statement is being utilized for documentation of the following eligibility criteria:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
One Stop representative Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date