# WIOA Eligibility Documentation

## Please provide at least one of the documentation for each criterion noted.

### I.  SOCIAL SECURITY NUMBER VERIFICATION (required)

- Original Social Security Card
- DD-214 Report of Separation
- Employment Records
- IRS Form Letter 1722
- Letter from Social Service Agency
- Pay Check Stubs
- Social Security Benefits
- W-2 Form
- Driver's License (some States, not Florida)
- Unemployment Records
- Passport
- School Records
- School/State or Federal Identification Card
- Applicant Statement (pseudo numbers only)

### II. RESIDENT ADDRESS VERIFICATION (required)

- Voter Registration Card
- Computer Printout from Government Agency
- Driver's License
- Food Stamp Award Letter
- Homeless – Primary Nighttime Residence
- Housing Authority Verification
- Insurance Policy (Residence or Auto)
- Landlord Statement
- Lease
- Letter from Social Service Agency or School
- Medicaid/Medicare Card
- Phone Directory
- Property Tax Record
- Public Assistance Record **(AICI – CAP, SNAP & WIOA)**
- Rent Receipt
- School Identification Card
- Selective Service Registration Card
- Utility Bill

➢ Postmarked Mail Addressed to Applicant

## III. DATE of BIRTH and AGE VERIFICATION (required)

➢ Baptismal Record with Date of Birth
➢ Birth Certificate
➢ Completed and Signed I-9 Form
➢ DD-214
➢ Driver's License
➢ Federal, State, or Local Government ID Card
➢ Hospital Birth Record
➢ Passport
➢ Public Assistance/Social Service Record **(IQCM or AIID – CAP, SNAP & WIOA)**
➢ School Records/Identification
➢ Work Permit (if DOB shown)
➢ Cross-Match with Department of Vital Statistics, Tribal Records

## IV. SELECTIVE SERVICE/DRAFT STATUS VERIFICATION (applicable to males only)

➢ DD-214
➢ Selective Service Status Information Letter
➢ Selective Service Registration Record (Form 3A)
➢ Selective Service Verification Form
➢ Stamped Post Office Receipt of Registration
➢ Internet Verification www.sss.gov
➢ Selective Service Registration Card
➢ Additional Document if it validates Selective Service Registration

## V. CITIZENSHIP/ALIEN STATUS VERIFICATION (required)

➢ Baptismal Certificate with Place of Birth (U.S.)
➢ Birth Certificate (U.S.)
➢ DD-214
➢ Food Stamp Records
➢ Foreign Passport Stamped Eligible to Work
➢ Hospital Birth Record (U.S.)
➢ Naturalization Certification
➢ Public Assistance Records **(AIIA – CAP, SNAP & WIOA)**
➢ U.S. Passport
➢ Native American Tribal Document
➢ Alien Registration Card Indicating Right to Work
➢ School/State or Federal ID Card
➢ Completed and Signed I-9 Form (last resort)
➢ Social Security Card (Does not State Ineligible for Work)

### VI. DISABILITY VERIFICATION (if applicable)

➢ Letter from Drug or Alcohol Rehabilitation Agency
➢ Medical Records
➢ Social Service Records/Referral
➢ Physician's Statement
➢ Psychiatrist's Statement
➢ Psychologist's Diagnosis
➢ Rehabilitation Evaluation
➢ School Records
➢ Sheltered Workshop Certification
➢ Worker's Compensation Record
➢ Social Security Administration Disability Records
➢ Veterans Administration Letter/Records
➢ Vocational Rehabilitation Letter
➢ Applicant Statement/Self-Attestation (last resort)
➢ Social Service Records/Referral


### VII. MILITARY SERVICE/VETERAN/ELIGIBLE SPOUSE VERIFICATION (if applicable)

➢ DD-214 (not dishonorable discharge)
➢ Military Document (ID, other DD form) Indicating Eligible Spouse
➢ Cross-Match with Veterans Database


### VIII. EMPLOYMENT INFORMATION (if applicable)

➢ UCTC and JT12 Printout (CONNECT System)
➢ Telephone verification with the UC office
➢ Telephone verification with the UC office (other state)
➢ Applicant Statement (last resort)


### IX. EDUCATION LEVEL VERIFICATION (required)

➢ Copy of Diploma or GED
➢ TABE Test or Generally Accepted Standard or Criterion-Referenced Test
➢ School Record
➢ School Verification
➢ Applicant Statement/Self-Attestation (with attempt documented in a case note)

## X.  Public Assistance (if applicable)

- Public Assistance Records/Printout **(IQCH – CAP, SNAP & WIOA)**
- Copy of Authorization to Receive Cash Public Assistance
- Copy of Public Assistance Check
- Medical Card Showing Cash Grant Status
- Refugee Assistance
- Cross-match with Public Assistance Database
- Current Authorization to Obtain Food Stamps
- Letter from Food Stamps Disbursing Agency **(IQFS – CAP, SNAP & WIOA)**
- Postmarked Food Stamp Mailer with Applicable Name and Address
- Statement from Social Services Agency


## XI.  Individual Barriers (if applicable)

- Test Scores
- Staff Observation
- Copy of any Generally Accepted Standardized Test
- School Record of Reading and/or Math Skills Determined within the Previous 6 Months of Application


## XII.  Homeless Verification (if applicable)

- Written Statement from an Individual Providing Temporary Assistance
- Written Statement from Social Security Agency
- Applicant Statement/Self-Attestation, in limited cases


## XIII.  Offender (if applicable)

- Police Records
- Court Documents
- Halfway House Resident
- Letter of Parole
- Letter from Probation Officer
- Telephone Verification
- Documents from Juvenile/Criminal Justice
- Juvenile Justice System Case Notes
- Applicant Statement/Self-Attestation, in limited cases

### XIV.  Displaced Homemaker (if applicable)

- Divorce Decree or Legal Separation
- Death Certificate
- Employer Statement/Layoff Notice
- Public Assistance Records
- Court Records
- Applicant Statement

### XV. Family-Income (required)

- **Family Size**
  - Public Assistance/Social Service Agency Records **(AIHH – CAP, SNAP & WIOA)**
  - Birth Certificate
  - Decree of Court
  - Disabled
  - Divorce Decree
  - Landlord Statement
  - Lease
  - Marriage Certificate
  - Medical Card
  - Most Recent Tax Return Supported by IRS Documents (eg. form letter 1722)
  - Public Housing Authority (if resident or on waiting list)
  - Written Statement from a Publicly Supported 24-hour Care Facility or Institution (e.g. mental, prison)
  - Telephone Verification

- **Family Income or Low-Income**
  - Alimony Agreement
  - Unemployment Insurance Documents and/or Printout
  - Award Letter from Veterans Administration
  - Compensation Award Letter
  - Court Award Letter
  - Employer Statement/Contact
  - Housing Authority Verification
  - Pay Stubs
  - Pension/Annuity Statement
  - Public Assistance Records  **(IQCH or IQFS – CAP, SNAP & WIOA)**
  - Quarterly Estimated Tax for Self-Employed Persons (Schedule C)
  - Social Security Benefits
  - Telephone Verification
  - Business Financial Records
  - Worker's Compensation Records
  - Other Applicable Documentation, (specify)