

**UNION COUNTY
DEPARTMENT OF HUMAN SERVICES
ONE STOP CAREER CENTERS
WORKFORCE INVESTMENT ACT (WIA)
INDIVIDUAL TRAINING GRANT (ITA)**

CHECKLIST FOR DOCUMENTATION NEEDED FOR CERTIFICATION OF WIA ELIGIBILITY

1. **Proof of Age:** Examples: Birth Certificate, Alien Card, Passport or Baptismal Certificate
2. **Proof of Address:** Driver's License, Current utility bill, or postmarked envelope
3. **Citizen/Eligible Alien:** Copy of Birth Certificate, work passport, resident alien card
4. **Selective Service:** (for any male born after January 1, 1960) Must be registered in the computer or have a Selective Service Card (www.sss.gov)
5. **Proof of Family Income from all sources for past six (6) months:**
Examples:
 - a. Current pay stub with year to date earnings
 - b. Most recent W-2 Forms, if applicable
 - c. Spouses most current pay stub with year to date earnings
 - d. Most recent Unemployment Stub
 - e. Medicaid Card listing all family members
 - f. Current Food Stamp letter
 - g. SSI or Social Security Award Letter
 - h. Current letter from local Welfare Office or TANF Grant Award letter
 - i. Documentation from any other source of income
6. **Social Security Card:** Must have actual copy of card or two(2) official papers showing their numbers
7. **Proof of Family Size:** Most current 1040 Form or Birth Certificates for everyone in the house hold
8. **Proof of Veteran's Status (if applicable):** DD214 Form or Discharge papers
9. **Layoff:** Notice of Layoff/Layoff Letter and job search from day of layoff, if applicable
10. **Resume:** Please bring a current resume
11. **Degree:** Copy of four(4) year degree, if applicable
12. **Job Search:** Copy of all of your job search

PLEASE NOTE: Without all of the above documentation, clients will not be allowed to see a Case Manager to determine eligibility.