

## REQUIRED DOCUMENTATION TO DETERMINE WIOA ELIGIBILITY

Identification	Address	Citizenship
<input type="checkbox"/> Driver's License / State ID <input type="checkbox"/> Passport <input type="checkbox"/> School ID	<input type="checkbox"/> Driver's License / State ID <input type="checkbox"/> Current Utility Bill <input type="checkbox"/> Postmarked Envelope	<input type="checkbox"/> Valid US Passport ( <u>not</u> expired) <input type="checkbox"/> Certified Birth Certificate, issued by city, county or state * <input type="checkbox"/> Consular Report of Birth Abroad <input type="checkbox"/> Naturalization Certificate <input type="checkbox"/> Certificate of Citizenship <input type="checkbox"/> Resident Alien Documentation(s)
Age		
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Driver's License / State ID  <input type="checkbox"/> Adoption Record  <input type="checkbox"/> Hospital record of Birth  <input type="checkbox"/> Federal, State, or Local Government Identification Card  <input type="checkbox"/> Public Assistance/Social Service records or ID card  <input type="checkbox"/> School Records/Identification Card </div> <div style="width: 33%;"> <input type="checkbox"/> Passport  <input type="checkbox"/> Court Records  <input type="checkbox"/> DD-214 Report of Transfer or Discharge Paper </div> <div style="width: 33%;"> <input type="checkbox"/> Birth Certificate  <input type="checkbox"/> Baptismal Record </div> </div>		<p>* A certified birth certificate has registrars raised, embossed, impressed or multicolored seal, registrar's signature, and date certificate was filed w/ the registrar's office, which must be within 1 year of your birth.</p>
Social Security		
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Social Security Card  <input type="checkbox"/> DD-214, Report of Transfer or Discharge  <input type="checkbox"/> Social Services Agency Database Screenshot (GAAS/FAMIS) </div> <div style="width: 33%;"> <input type="checkbox"/> Pay Stub  <input type="checkbox"/> Employment Records IRS Form Letter 1722 </div> <div style="width: 33%;"> <input type="checkbox"/> LOOPS Printout  <input type="checkbox"/> Social Security Benefits </div> </div>		

### If you are **NOT** collecting Unemployment Insurance (UI)

Provide the following for all individuals in the household

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Birth Certificate                               | <input type="checkbox"/> Alien Registration Cards                          | <input type="checkbox"/> Marriage Certificate | <input type="checkbox"/> Court/Divorce Decree |
| <input type="checkbox"/> Lease   | <input type="checkbox"/> Landlord Statement                                | <input type="checkbox"/> Medical Cards        |   |
| <input type="checkbox"/> Public Assistance/Social Service Agency Records | <input type="checkbox"/> Most Recent Tax Return Supported by IRS Documents |   |   |

### Proof of income for six months

Select applicable from the following options:

- ☐ Pay Stubs  
☐ Most recent W-2 form  
☐ Unemployment Insurance Documents and/or Printout – LOOPS  
☐ Spouse current pay stub  
☐ Medicaid Card  
☐ CWA Welfare print out /Current letter from Welfare  
☐ Alimony Agreement  
☐ Award Letter from Veterans Administration or copy of check  
☐ Bank Statements (Direct Deposit)  
☐ Housing Authority Verification  
☐ Social Security Benefits  
☐ Employer Statement/Contact information  
☐ Self-Attestation letter

### Veteran Status

- ☐
- DD214 form

### Selective Service (Males only)

- ☐ Selective Service Acknowledgment Letter  
☐ Form DD-214 "Report of Separation"  
☐ Screen printout of Selective Service Verification site  
[www.sss.gov/RegVer/wfVerification.aspx](http://www.sss.gov/RegVer/wfVerification.aspx)  
☐ Selective Service Registration Card  
☐ Selective Service Verification Form (Form 3A)  
☐ Stamped Post Office Receipt of Registration  
☐ Proof of entry to the US after age of 26

**Applies to males born on or after 1/1/60**