

Union County One-Stop American Job Center

ELIGIBILITY CHECKLIST FOR WIOA REGISTRATION

Without all of the following documents, One Stop Case Manager will not be able to determine eligibility.

- 1. Proof of Address:** *(must provide one of the following)*
Current Driver's License; current utility bill; or current postmarked envelope
- 2. Proof of Age:** *(must provide one of the following)*
Birth Certificate; Baptismal Certificate; DD-214 Form or Discharge papers; Driver's License; Federal/State/Local Government ID card; Passport; or Adoption Records
- 3. Citizen/Legal Residents of the United States:** *(must provide one of the following)*
US Passport; Certified Birth Certificate; Consular Report of Birth Aboard; Naturalization Certificate or Certificate of Citizenship
- 4. Authorized to Work:** *(must provide one document from List A or one document from List B AND List C)*

List A *(one document)*

US Passport or US Passport Card; Permanent Resident Card or Alien registration Receipt Card (Form I-551); Foreign Passport that contains temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa; Employment Authorization Document that contains a photograph (Form I-766)

Or

List B *(one document)*

- Driver's license or ID issued by State;
- ID card issued by Federal/State/Local Government;
- school ID card with a photo;
- Voter's registration card;
- US Military card or draft record;
- Military dependent's ID card;
- US Coast Guard Merchant Mariner card;
- Native American tribal document;
- Canadian driver's license

And

List C *(one document)*

- Original or Certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal;
- Certification of Birth Aboard, issued by the Dept. of State (Form FS-545);
- Certification of Report of Birth issued by Dept. Of State (DS-1350), Social Security account number card, if it does not specify that the card does not authorize employment;
- Native American tribal document, US Citizen ID Card (Form I-197);
- ID Card for Use of Resident Citizen in the U.S. (Form I-179);
- Employment Authorization issued by Dept. of Homeland Security

- 5. Selective Service:** *(is for any male born on January 1, 1960, and later)*
Must be registered in the computer or have a Selective Service Card (www.sss.gov)
- 6. Proof of Family Income from all sources for past six (6) months:** *(information needed on any relative household member)*
Current pay stub with year to date earnings; Most recent W-2 Forms; if applicable; Spouses most current pay stub with year to date earnings; Most recent Unemployment Stub; Medicaid Card listing all family members; Current Food Stamp letter; Current letter from local Welfare Office or TANF Grant Award letter; SSI or Social Security Award Letter; Documentation from any other source of income
- 7. Social Security Card:** Must have actual copy of signed card or two(2) official papers showing their numbers
- 8. Proof of Family Size:** Most current 1040 Form or Birth Certificates for everyone in the household
- 9. Proof of Veteran's Status (if applicable):** DD-214 Form or Discharge papers
- 10. Layoff:** Notice of Layoff/Layoff Letter and job search from day of layoff, if applicable
- 11. Resume:** Please bring a current resume
- 12. OnRamp:** careerconnections.nj.gov -> OnRamp for Jobseekers
- 13. Degree:** Copy of four(4) year degree, if applicable
- 14. Job Search:** Must provide a list of the last 15 job searches you applied to.

PLEASE NOTE: You will not be eligible for assistance without the above documents