

JOB1 CAREER SOLUTIONS
Documents for Eligibility Under WIOA
PLEASE BRING WITH YOU ALL ITEMS THAT ARE MARKED BELOW:

— 1. **Valid Louisiana Driver's License or State Identification**

a. If Out of State License or Identification OR address does not match license/ID you will need proof of address:

- Utility Bill (Cable, Electric, Phone)
- Lease
- Valid Postmarked Mail Address to Applicant
- Other _____

— 2. **Proof of Citizenship:**

- Birth Certificate
- Voter Registration Card
- Valid United States Passport
- Valid Green Card

— 3. **Social Security Card**

— 4. **Proof of Income within the Last 6 Months** (3 Most Recent Check Stubs)

— 5. **Copy of Child/Children's Birth Certificate and Social Security Card** (under 18 and live in household)

— 6. **Separation Letter from Employer** (IF APPLICABLE)

— 7. **Proof of Unemployment Benefits**

— 8. **Updated Resume (must be updated in HIRE)**

— 9. **Financial Aid Information** (Ex: Pell Information, Payment Plan)

— 10. **Copy of your transcript showing Academic Good Standing**

— 11. **DD2-14** (Veterans)

— 12. **Social Security Insurance (SSI) and (SSDI) Benefits Award Letter**

— 13. **Proof of Child Support** (Award Letter)

— 14. **Proof of Public Assistance: SNAP Benefits/Food Stamps, Housing Assistance, Medicare, Etc.** (Award Letter)

DOCUMENTS THAT CAN BE USED FOR WIOA VERIFICATION (ADULT/DISLOCATED WORKER)

SSN VERIFICATION	DATE OF BIRTH VERIFICATION
<ul style="list-style-type: none"> <input type="radio"/> DD-214 Report of Transfer of discharge <input type="radio"/> Employment Records <input type="radio"/> IRS Form Letter 1722 <input type="radio"/> Letter from Social Service Agency <input type="radio"/> Pay Stub <input type="radio"/> Social Security Benefits <input type="radio"/> Social Security Card <input type="radio"/> W-2 Form <input type="radio"/> Letter/Printout from Social Security Office <input type="radio"/> Public Assistance Record/Printout <input type="radio"/> Agency Award Letter <input type="radio"/> Telephone Verification <input type="radio"/> Unemployment Wage Records <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 100%; height: 20px;" type="text"/>	<ul style="list-style-type: none"> <input type="radio"/> Baptismal Record with Date of Birth <input type="radio"/> Birth Certificate <input type="radio"/> DD-214 <input type="radio"/> Driver's License <input type="radio"/> Federal, State or Local Government ID Card <input type="radio"/> Hospital Birth Record <input type="radio"/> Passport <input type="radio"/> Public Assistance/Social Service Record <input type="radio"/> School Records/Identification <input type="radio"/> Work Permit <input type="radio"/> Decree of court <input type="radio"/> Native American Tribal Document <input type="radio"/> Tribal Record with Date of Birth <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 100%; height: 20px;" type="text"/>
SELECTIVE SERVICE VERIFICATION	CITIZEN VERIFICATION
<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input type="radio"/> Selective Service Acknowledgement Letter <input type="radio"/> Contact Selective Service (847) 688-6888 <input type="radio"/> DD-214 <input type="radio"/> Selective Service Status Information Letter <input type="radio"/> Selective Service Registration Record (form 3A) <input type="radio"/> Selective Service Verification Form <input type="radio"/> Stamped Post Office Receipt of Registration <input type="radio"/> Selective Service Request for Registration Acknowledgement Letter <input type="radio"/> Internet www.sss.gov <input type="radio"/> Selective Service Registration card 	<ul style="list-style-type: none"> <input type="radio"/> Alien Registration Card (USCIS Forms I-151, I-551, I-94, I-668A, I-197, I-179) <input type="radio"/> Baptismal Certificate with Place of Birth <input type="radio"/> Birth Certificate <input type="radio"/> DD-214 <input type="radio"/> Food Stamp Records <input type="radio"/> Foreign Passport Stamped Eligible to Work <input type="radio"/> Hospital Birth Record <input type="radio"/> Naturalization Certification <input type="radio"/> Public Assistance Records <input type="radio"/> United States Passport <input type="radio"/> Native American Tribal Document <input type="radio"/> Alien Registration Card Indication right to work <input type="radio"/> Voter Registration Card <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 100%; height: 20px;" type="text"/>

DISABILITY VERIFICATION

- Letter from drug or alcohol rehabilitation agency
- Letter from child study team stating specific disability
- Medical records
- Social service records/referral
- Physician's statement
- Psychiatrist's statement
- Psychologist's diagnosis
- Rehabilitation evaluation
- School records
- Sheltered workshop certification
- Workers' Compensation record
- Social Security Administration disability records
- Veterans Administration letter/records
- Vocational Rehabilitation letter
- Self-Certification
- Telephone Certification
- Observable and/or obvious conditions (applicant statement with the interviewer serving as the corroboration witness)
- Other Applicable Documentation, (specify)

VETERAN STATUS VERIFICATION

- Self Attestation
- DD 214
- Military document (ID, other DD form) indicating dependent spouse
- VA records/printout
- Other Applicable Documentation, (specify)

EMPLOYMENT STATUS VERIFICATION

- Self Attestation
- UI Records
- Employer Contact
- Other Applicable Documentation, (specify)

UNEMPLOYMENT COMPENSATION STATUS VERIFICATION

- UI records (Benefit History, Wage Record)
- Other Applicable Documentation (specify)

DISLOCATION CATEGORY VERIFICATION

- Cat 1 or 2: Separation Notice
- Cat 1 or 2: UC Records
- Cat 3: WARN notice or letter of authorization from the State WIA Admin Dept.
- Cat 4: Documentation of "General Announcement."
- Cat 5: Receipt of Notice of foreclosure or intent to foreclose.
- Cat 5: Proof of failure of the farm, business or ranch to return a profit during preceeding 12 months.
- Cat 5: Entry of individual into bankruptcy proceedings.
- Cat 5: Inability to make payments on loans secured by tangible business assets.
- Cat 5: Inability to obtain capital necessary to continue operations.
- Cat 5: A debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm, ranch or business.
- Cat 5: Other events indicative of the likely insolvency of the farm, ranch or business.
- Cat 6: Is verified in Barriers - Displaced Homemaker
- Cat 7: Case file documents active duty Armed Forces spouse employment loss related to duty station change.
- Cat 7: Is verified in Are you receiving Unemployment Compensation.
- Cat 8: Case file documents active duty Armed Forces spouse is unemployed/underemployed and having difficulty obtaining/upgrading employment.
- Cat 8: State/Local definition of Long-Term Unemployed
- Cat 1 - 8: Other Applicable Documentation, (specify)

HIGHEST GRADE COMPLETED VERIFICATION

- Self Attestation
- Copy of diploma or GED
- School Records

ATTENDING ANY SCHOOL VERIFICATION

- School Records
- Self Attestation
- Other Applicable Documentation, (specify)

SCHOOL STATUS VERIFICATION

- School records
- Attendance
- Drop-out letter
- Applicant statement or attestation
- Other Applicable Documentation, (specify)

TANF VERIFICATION	SSI VERIFICATION
<ul style="list-style-type: none"> <input type="radio"/> Public assistance records/printout <input type="radio"/> Copy of authorization to receive cash public assistance <input type="radio"/> Copy of public assistance check <input type="radio"/> Medical card showing cash grant status <input type="radio"/> Public assistance identification card showing cash grant status <input type="radio"/> Statement from Social Services agency <input type="radio"/> Refugee assistance records <input type="radio"/> Self-certification form <input type="radio"/> Telephone verification <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 150px; height: 20px;" type="text"/>	<ul style="list-style-type: none"> <input type="radio"/> Public assistance records/printout (SSI) <input type="radio"/> Copy of authorization to receive cash public assistance (SSI) <input type="radio"/> Copy of public assistance check (SSI) <input type="radio"/> Medical card showing cash grant status (SSI) <input type="radio"/> Public assistance identification card showing cash grant status (SSI) <input type="radio"/> Statement from Social Services agency (SSI) <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 150px; height: 20px;" type="text"/>
GENERAL ASSISTANCE VERIFICATION	SNAP (FOOD STAMP) VERIFICATION
<ul style="list-style-type: none"> <input type="radio"/> Public assistance records/printout <input type="radio"/> Copy of authorization to receive cash public assistance <input type="radio"/> Copy of public assistance check <input type="radio"/> Medical card showing cash grant status <input type="radio"/> Public assistance identification card showing cash grant status <input type="radio"/> Statement from Social Services agency <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 150px; height: 20px;" type="text"/>	<ul style="list-style-type: none"> <input type="radio"/> Current authorization to obtain food stamps <input type="radio"/> Current food stamp receipt <input type="radio"/> Food stamp card with current date <input type="radio"/> Letter from food stamp disbursing agency <input type="radio"/> Postmarked food stamp mailer with applicable name and address <input type="radio"/> Public assistance records/printout <input type="radio"/> Self-certification <input type="radio"/> Telephone verification <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 150px; height: 20px;" type="text"/>

REFUGEE CASH ASSISTANCE VERIFICATION	SSDI VERIFICATION
<ul style="list-style-type: none"> <input type="radio"/> Public assistance records/printout <input type="radio"/> Copy of authorization to receive cash public assistance <input type="radio"/> Copy of public assistance check <input type="radio"/> Medical card showing cash grant status <input type="radio"/> Public assistance identification card showing cash grant status <input type="radio"/> Refugee assistance records <input type="radio"/> Statement from Social Services agency <input type="radio"/> Self-Certification Form <input type="radio"/> Telephone Verification <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 150px; height: 20px;" type="text"/>	<ul style="list-style-type: none"> <input type="radio"/> Public assistance records/printout <input type="radio"/> Copy of authorization to receive cash public assistance <input type="radio"/> Copy of public assistance check <input type="radio"/> Medical card showing cash grant status <input type="radio"/> Public assistance identification card showing cash grant status <input type="radio"/> Statement from Social Services agency <input type="radio"/> Refugee assistance <input type="radio"/> Cross-match with public assistance database <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 150px; height: 20px;" type="text"/>
ENGLISH LEARNER VERIFICATION	HOMELESS VERIFICATION
<ul style="list-style-type: none"> <input type="radio"/> Test Scores <input type="radio"/> Staff Observation <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 150px; height: 20px;" type="text"/>	<ul style="list-style-type: none"> <input type="radio"/> Written statement from shelter <input type="radio"/> Written statement from an individual providing temporary assistance <input type="radio"/> Written statement from Social Service agency <input type="radio"/> Applicant statement/self attestation, in limited cases <input type="radio"/> Self Certification <input type="radio"/> Telephone Verification <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 150px; height: 20px;" type="text"/>
BASIC SKILLS DEFICIENT VERIFICATION	
<ul style="list-style-type: none"> <input type="radio"/> Copy of any generally accepted standardized test <input type="radio"/> School record of reading and/or math skills determined within the previous 12 months of application or <input type="radio"/> Other indication that the applicant cannot read sufficiently to complete forms and/or indicating applicant has math skills below the ninth grade level. <input type="radio"/> Other Applicable Documentation, (specify) <input style="width: 150px; height: 20px;" type="text"/>	

OFFENDER VERIFICATION

- Police records
- Court documents
- Halfway house resident
- Letter of parole
- Letter from probation officer
- Applicant statement/self attestation, in limited cases
- Self-Certification
- Telephone Verification
- Other Applicable Documentation, (specify)

DISPLACED HOMEMAKER VERIFICATION

- Divorce decree or legal separation
- Employer Statement
- Statement from family member or ex-spouse of non-support (Notarized)
- Applicant Statement and Unemployment Wage Record
- Applicant Statement
- Public Assistance Records
- Application Statement of the continuous effort to seek employment and a recent job search that shows a minimum of ten (10) employer contacts documenting that a reasonable effort has been made to obtain employment
- In depth assessment with Case Manager
- Other Applicable Documentation, (specify)

FAMILY SIZE VERIFICATION

- Public assistance/social service agency records
- Birth certificate
- Decree of court
- Disabled
- Divorce decree
- Landlord statement
- Lease
- Marriage certificate
- Medical card
- Most recent tax return supported by IRS documents(e.g.form letter
- 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)
- Applicant statement/self attestation, in limited cases
- Telephone verification
- Other Applicable Documentation, (specify)

FAMILY INCOME VERIFICATION

- Alimony agreement
- Unemployment insurance documents and/or printout
- Award letter from Veterans Administration
- Bank statements (direct deposit)
- Compensation award letter
- Court award letter
- Employer statement/contact
- Farm or business financial records
- Housing authority verification
- Pay stubs
- Pension/Annuity statement
- Public assistance records
- Quarterly estimated tax for self-employed persons (Schedule C)
- Social Security benefits
- Telephone Verification
- Applicant statement/self attestation, in limited cases
- Business Financial Records
- Workers' Compensation Records
- Other Applicable Documentation, (specify)