

WIOA Eligibility Documentation Checklist

It is our goal to provide the best quality service and in order to ensure a smooth determination process; we ask that you use this checklist to prevent a delay in your eligibility process. As federally funded employment and training program the following types of documentation **will be required** if you wish to receive the full range of WIOA service.

Please bring the following documents when you return for the scheduled Orientation Session if you are interested in the full range of workforce services. Minors should register with a Parent or Guardian.

Orientation Date & Time: _____ **Reviewed By:** _____

Right to Work – Required for All Programs	ADULT & YOUTH PROGRAMS
<p>Please bring ONE of the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Baptismal Certificate (if place of birth is shown) <input type="checkbox"/> Naturalization Certification <input type="checkbox"/> Alien Registration Card (Indicating right to work) <input type="checkbox"/> Hospital Record of Birth (if place of birth is shown) <input type="checkbox"/> DD214 (if place of birth is shown) <input type="checkbox"/> Foreign Passport (stamped eligible to work) <input type="checkbox"/> Other: Specify _____ 	<p style="text-align: center;">(Must verify all family income)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pay stubs or other income documentation for all member of your family who have been receiving wages for the last 6 months <input type="checkbox"/> Any documentation to verify family income <input type="checkbox"/> Other: Specify _____ <p><u>If You or Any Member of Your Family Receives Any of the Following You Must Provide Documentation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TANF <input type="checkbox"/> Social Security Payments (gross benefits) <input type="checkbox"/> SNAP/Food Stamps Notification (from eligibility worker) <input type="checkbox"/> Child Support <input type="checkbox"/> Unemployment Benefits <input type="checkbox"/> Supplemental Security Income (SSI) <input type="checkbox"/> Social Security Disability Income (SSDI) <p style="text-align: center;">Verification Needed for Adult Eligibility</p>
<p style="text-align: center;">Selective Service – Required for All Programs (Males born on or after January 1, 1960)</p> <p>Please bring ONE of the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> DD214 <input type="checkbox"/> Internet Verification/ (http://www.sss.gov) <input type="checkbox"/> Selective Service Advisory Opinion Letter <input type="checkbox"/> Service ID and Discharge Certification <input type="checkbox"/> Other: Specify _____ 	<p style="text-align: center;">YOUTH PROGRAMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Age 17-24 (verification required) <input type="checkbox"/> Background (circle all that apply): <p style="text-align: center;"> <input type="checkbox"/> HS Graduate <input type="checkbox"/> HS Non-Graduate <input type="checkbox"/> Ex-Offender <input type="checkbox"/> Foster care <input type="checkbox"/> Homeless </p>
<p style="text-align: center;">SSN, Address, Picture ID – Required for All Programs</p> <p>Please bring the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social Security card <input type="checkbox"/> DD214 <input type="checkbox"/> Employment Records <input type="checkbox"/> Social Security Benefits <input type="checkbox"/> UI Record (if name and SS # is shown) <input type="checkbox"/> W2 Form <input type="checkbox"/> State I.D. /Driver License <input type="checkbox"/> Proof of Address <input type="checkbox"/> Letterhead statement from shelter or institution (Homeless) <input type="checkbox"/> State or Court documentation (Foster Child/Ward of the court) <input type="checkbox"/> Other: Specify _____ <p>PICTURE ID IS REQUIRED FOR ALL CUSTOMERS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Layoff notice from employer (Notice from Employer, VEC Notice of Deputy’s Determination, Warn Notice) (And) Proof of Unemployment Benefits (UI) Eligibility (Unemployment Insurance Benefit Record, must be eligible for UI) <input type="checkbox"/> Proof of Unemployment Benefits (Unemployment Insurance payment history, must be eligible for UI) <input type="checkbox"/> Notice of closure (if is applicable) <input type="checkbox"/> Resume <input type="checkbox"/> Job Search (Minimum 5 Search) <input type="checkbox"/> School Transcripts (Degree) <input type="checkbox"/> Registration: vawc.virginia.gov <input type="checkbox"/> DD214 – Notice of Release for Transitioning Service Members <p style="text-align: center;">Verification Needed for Dislocated Worker Eligibility</p>