

## WIOA Eligibility Documentation Requirements

### Section 1

*All WIOA applicants must provide the documentation in Section 1.*

- ID or Driver's License (DL)** – if your current address is different than your ID, please bring a utility bill, postmarked mail, lease or printout from government agency
  - ACTUAL SOCIAL SECURITY (SS) Card** – We cannot take a copy. If you do not have the actual card, please bring one of the following that includes your SS# -- a W2, printout from a gov't agency, printout from social security office, employment verification or DD-214.
- OR**
- Citizenship Verification** – actual ID/DL AND SS-card; or ID/DL AND birth certificate; or passport; or permanent resident card or citizenship documentation
- Family Size** – Family is defined as anyone related to you by blood or marriage. Three **Definitions-(1) husband, Wife and children; (2) mom, dad and siblings; (3) you and your children** – birth certificate of everyone in the household; printout from a government agency; lease or a signed third-party corroboration from a friend or neighbor listing everyone in the household.
  - Family Income Verification** – for all jobs worked in the last six months...Please bring in the last two check stubs received from all jobs worked in the last 6 months.

### Section 2

*Applicants must provide documents in Section 2 as applicable.*

#### Public Assistance, Retirement, or Supplemental Income

- Social Security, Retirement, Pension and Workman's Comp** – verification for these items are received once or twice a year or once a month
- Self- Employed** Schedule C from most recent tax records or documentation of income made in the last 6 months
- Unemployment Income (UI)** – UI award letter or UI payment history
- DSS Food Stamp/TANF** – copy of the approval letter received in the last 6 months or CAIN & FSBH print out for DSS. If you can verify you received benefits from DSS, you do not need proof of other income.
- Supplemental Security Income (SSI)** – you and/or your family members – proof of most recent award letter. If you can verify you or someone in your household receives SSI, you do not need proof of other income.

#### Veteran Status

- Veteran DD-214** – copy or original

#### Dislocated Worker

- Dislocated Worker – LAID OFF** – All three verifications are required: letter of separation, proof of UI (approval letter or payment history) and UI job worksheet.