

ATTACHMENT B – ADULT WORKER ELIGIBILITY

Documentation Checklist

Eligibility	Required Documentation
<p>Right to work in the U.S.</p> <p>(1 is required)</p> <p>Note: a Document Inspection Form may be used for any of these required documents for this eligibility element</p> <p><i><u>Except as otherwise in WIOA section 132, the term “adult” means an individual who is 18 years of age or older</u></i></p>	<ul style="list-style-type: none"> ○ Social security Card and Real ID-compliant Driver’s License or other government-issued picture ID containing a photograph or information such as name, DOB, gender, height, eye color, and address. (If under 18 years old and does not have a Driver’s License, may use school record, work permit, or doctor/hospital record with signed Social Security Card.) ○ I-9 is complete, including a signature from an authorized employer of the designee. ○ U.S. Passport (expired or unexpired) ○ Permanent Resident Card or Alien Registration Receipt Card (Form I-551) ○ An unexpired foreign passport with a temporary I-551 stamp ○ An unexpired Employment Authorization Document that contains a Photograph (Form I-766) ○ An unexpired foreign passport with Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of the endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations identified on the form. ○ Original or Certified copy of a Birth Certificate by a state, county, municipal authority, or territory of the U.S. bearing an official seal (Document Inspection Form is Allowed) ○ Certification of Birth Abroad (Form DS-1350) issued by the Department of State ○ Public Assistance/Social Service Records ○ DD-214, Report of Transfer or Discharge (if place of birth is shown) ○ Hospital Record of Birth ○ T-visa issued to victims of human trafficking (See Attachment 9: TEGL 09-12) ○ Naturalization Certification ○ Certificate of Degree of Indian Blood ○ Unexpired U.S. Citizen Card (Form I-197) ○ Native American Tribal Document
<p>Selective Service</p> <p>(1 is required for those required to register)</p>	<ul style="list-style-type: none"> ○ Screen printout of the online verification at www.sss.gov ○ Acknowledgement Letter from Selective Service ○ Selective Service Verification Form (For 3A) ○ Selective Service Registration Card ○ Stamped Post Office Receipt of Registration ○ DD-214 Certificate of Release or Discharge from Active Duty

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<p>Social Security Number</p> <p>(This is not required for eligibility, but must be requested and validated. A Document Inspection Form may be used for any required documents for this element.)</p>	<ul style="list-style-type: none"> ○ DD-214 ○ Letter from Social Security Agency ○ Pay Stub ○ Employment Records ○ Social Security Benefits ○ Social Security Card ○ W-2 Form ○ Letter/Printout from Social Security Office ○ Public Assistance Record/Printout ○ UI Wage Report ○ Passport ○ Other Federal or State ID with SSN ○ Signed Copy of State or Federal Tax Documents
<p>Age</p> <p>(1 is required)</p>	<ul style="list-style-type: none"> ○ Baptismal Record ○ Birth Certificate ○ Driver's License ○ Federal, State, or Local photo ID ○ DD-214 Certification of Discharge or from Active Duty ○ Passport ○ Hospital Record of Birth ○ Public Assistance/Social Service Record ○ School Records or ID Card ○ Work Permit ○ Tribal Records ○ Self-Attestation (Self-Service Only)
<p>Adult Priority of Service</p> <p><i>Adult Priority With respect to funds allocated to a local area for adult employment and training activities, priority shall be given to recipients of public assistance, other low-income individuals, and</i></p>	<p><i>Low-Income and Public Assistance</i></p> <ul style="list-style-type: none"> ○ Pay Stubs ○ Employer Statement: written or telephone verification. ○ Alimony Agreement ○ Award Letter from Veteran's Administration ○ Bank Statements ○ Compensation Award Letter ○ Court Award Letter ○ Pension Statement ○ Family or business financial records ○ Housing Authority verification ○ Social Security benefits Verification/Records ○ Public Assistance records ○ UI documents ○ Quarterly estimated tax (self-employed persons)

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<p><i>individuals who are basic skills deficient for receipt of career training services</i></p> <p>(2)(A) or (3) of WIOA section 133 (b)</p> <p>WIOA section 134(b)(2)(A)(xii) and training services</p>	<p style="text-align: center;"><i>Skills Deficient</i></p> <ul style="list-style-type: none"> ○ Basic Skills assessment questions or test results ○ Referral/records from Title II Adult Basic Ed Program ○ Referral records from English Language Learner Program
<p>Self Sufficiency</p> <p><i>(Employed Workers Only)</i></p>	<ul style="list-style-type: none"> ○ Copy of recent paycheck or paystub ○ Employer letter or other document describing the customer’s current wage rate