

## WIA – Eligibility Checklist for Adults and Dislocated Workers

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Applicant Name: \_\_\_\_\_  
 Application Date: \_\_\_\_\_  
 Completed by: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_

***See VWL 13-03 for information on limited acceptance of self-certification (“self-attestation”) for Adult and Dislocated Worker applicants in Extreme Circumstances.***

General Eligibility – ALL APPLICANTS	Verification Source	Check if Used
<b>Social Security Number</b>	DD-214, Report of Transfer or Discharge if SSN is listed	
	Employment records	
	IRS Form Letter 1722	
	Letter from Social Service Agency	
	Driver’s License if SSN is shown	
	Pay stub if SSN is shown	
	Social Security Benefit documents	
	Social Security Card/Notice of SSN assigned	
	W-2 form	
	Unemployment Comp/UI Records if Name & SSN listed	
	School Records	
	Self-certification in Extreme Circumstances	
<b>Citizenship or Eligible to Work</b>	Baptismal Certificate if place of birth is shown	
	Birth certificate	
	DD-214 if Place of Birth is shown	
	SNAP award letter from DSS	
	Hospital record of birth if place of birth is shown	
	Hand gun permit	
	Naturalization Certificate	
	Public Assistance Records	
	Social Security Card (work eligible) with I.D.	
	Native American Tribal Document	
	E-Verify – <a href="https://e-verify.uscis.gov/Self-Check">https://e-verify.uscis.gov/Self-Check</a>	
	U.S. Citizenship and Immigration Services (USCIS) Forms; (www.uscis.gov; from the home page click “Verification” in left column, then click “I-9 Central” on the right column, then click “Acceptable Documents” on the left column. The Acceptable Documents link lists the documents by name and includes illustrations of each document)  USCIS verification requires forms from List A, or a combination of forms from Lists B and C. See complete lists below.	

\*Not more than six months prior to application.

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	<p><b>Forms from List A:</b></p> <ul style="list-style-type: none"> <li>• US Passport or US Passport Card, Permanent Resident Card, or Alien Registration Receipt Card (I-551)</li> <li>• Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable Immigrant Visa (MRIV)</li> <li>• Employment Authorization Document (Card) that contains a photograph (Form I-766)</li> <li>• Foreign passport with Form I-94 or Form I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status that authorizes such alien to work for a specific employer incident to this status. This document may only be used if the period of endorsement has not yet expired and the proposed employment does not conflict with any restrictions or limitations listed on Form I-94 or I-94A, Arrival/Departure Report. Note: Some persons, who present a List A document, such as certain nonimmigrant students and exchange visitors, must also present additional documentation in order to prove their work authorization in the United States.</li> </ul> <p><b>Combination of forms from Lists B &amp; C:</b></p> <p><b>List B:</b></p> <ul style="list-style-type: none"> <li>• Driver’s license or identification (ID) card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>• ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>• School ID card with a photograph</li> <li>• Voter’s registration card</li> <li>• U.S. military card or draft record</li> <li>• Military dependent’s ID card</li> <li>• U.S. Coast Guard Merchant Mariners Document (MMD) Card</li> <li>• Native American tribal document</li> <li>• Driver’s license issued by a Canadian government authority</li> </ul>	

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	<ul style="list-style-type: none"> <li>• under age 18 who are unable to present a document listed above:</li> <li>• School record or report card</li> <li>• Clinic, doctor or hospital record</li> <li>• Day-care or nursery school record</li> <li>• For minors under the age of 18 and certain persons with disabilities who are unable to produce any of the listed identity documents, special notations may be used in place of a List B document.</li> </ul> <p><b>List C:</b></p> <ul style="list-style-type: none"> <li>• U.S. Social Security account number card that is unrestricted. A card that includes any of the following restrictive wording is not an acceptable List C document:               <ul style="list-style-type: none"> <li>○ NOT VALID FOR EMPLOYMENT</li> <li>○ VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>○ VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ul> </li> <li>• Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)</li> <li>• Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)</li> <li>• Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</li> <li>• Native American tribal document</li> <li>• U.S. Citizen ID Card (Form I-197)</li> <li>• Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> </ul> <p>Employment authorization document issued by DHS. Some employment authorization documents issued by DHS include but are not limited to the Form I-94 issued to an asylee or work-authorized nonimmigrant (e.g., H-1B nonimmigrants) because of their immigration status, the unexpired Reentry Permit (Form I-327), the Certificate of U.S. Citizenship (Form N-560 or N-561), or the Certificate of Naturalization (Form N-550 or N-570). A form I-797 issued to a conditional resident may be an acceptable List C (8) document in combination with his or her expired Form I-551 (“green card”). For more information about DHS-issued documents please contact customer support.</p>	

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General Eligibility – ALL APPLICANTS	Verification Source	Check if Used
<b>Age/Birthdate</b>	Baptismal Record if date of birth is shown	
	Birth Certificate	
	DD-214	
	Driver's License	
	Federal , State or Local Government ID card	
	Hospital record of birth if full name is shown	
	Passport	
	Public Assistance/Social Service Records	
	School records/ID card	
	Work Permit	
Self-certification in Extreme Circumstances		
<b>Selective Service Registration</b>	Selective Service Advisory Opinion Letter	
	Selective Service Registration Record, Form 3A	
	DD-214	
	Stamped Postal Service Receipt of Registration	
	Internet Verification/Registration – <a href="http://www.sss.gov">www.sss.gov</a>	
	Selective Service telephone verification, 847-688-6888 ❖	
<b>Veteran Status (for determining Priority of Service Only). See VWL 08-09 for further guidance</b>	DD-214, Report of Transfer or Discharge	
	Letter from Dept. of Affairs indicating applicant's veteran status	
LOW INCOME -ADULT	Verification Source	Check if Used
<b>Individual Status/Family Size (Low Income)</b>	Birth Certificate	
	Decree of Court	
	Disabled (see Persons with Disability)	
	Divorce Decree	
	Landlord statement	
	Lease (residential)	
	Marriage certificate	
	Medical card	
	Most recent tax return supported by IRS documents*	
	Public Assistance/Social Service Agency records*	
	Public Housing Authority if resident or on wait list*	
	Written statement from publicly or privately supported 24-hour care facility or institution, i.e., prison, mental facility, group home, etc., signed and dated by facility representative	
	WIA Statement of Family Size/Family Income	
Self-certification in Extreme Circumstances		

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LOW INCOME -ADULT	Verification Source	Check if Used
<b>Individual/Family Income (Low Income)</b>	Alimony Agreement*	
	Award letter from Veterans Administration*	
	Bank Statement (Direct Deposit) *	
	Compensation Award Letter*	
	Court Award Letter*	
	Employer Statement/Contact*	
	Farm or Business Financial Records*	
	Housing Authority Verification, either resident or on wait list*	
	Pay Stubs*	
	Pension Statement*	
	Public Assistance Records*	
	Quarterly Estimated Tax for Self-Employed Persons (Schedule C)*	
	Social Security Benefits*	
	UI Documents and/or Printout*	
WIA Statement of Family Size/Family Income		
Self-certification in Extreme Circumstances		
<b>Public Assistance-(Low Income)</b>	Copy of Authorization to Receive Cash Public Assistance* ❖	
	Copy of Public Assistance Check* ❖	
	Medical card showing cash grant status* ❖	
	Public Assistance ID card showing cash grant status* ❖	
	Public Assistance records/printout* ❖	
	Refugee assistance records* ❖	
<b>SNAP (food stamps) – (Low Income)</b>	Current authorization to receive SNAP* ❖	
	Current SNAP letter* ❖	
	Letter from SNAP disbursing agency* ❖	
	Postmarked SNAP mailer with applicant name & address* ❖	
	Public Assistance records/printout* ❖	
<b>Homeless Status (Low Income)</b>	Written and signed statement from person providing temporary residence❖	
	Written statement from shelter❖	
	Written statement from Social Service agency❖	
	Self-certification in Extreme Circumstances	
<b>Supported Foster Child; (considered under “Low Income” definition)</b>	Court contact❖	
	Court documentation❖	
	Medical card❖	
	Verification of payments made on behalf of child❖	
	Written statement from State/Local Agency❖	
<b>Person with Disability</b>	Letter from drug or alcohol rehab agency*	

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LOW INCOME -ADULT	Verification Source	Check if Used
<b>(Low Income)</b>	Letter from child study team stating specific disability*	
	Medical records*	
	Physician’s statement*	
	Psychiatrist’s diagnosis*	
	Psychologist’s diagnosis*	
	Rehabilitation evaluation*	
	Sheltered workshop certification*	
	Social Services records/referral*	
	Social Security Administration disability records*	
	Veteran’s Administration letter/records*	
	Vocational Rehabilitation letter*	
	Worker’s Compensation record*	
	School records*	
	Common intake form printed with applicant & staff worker signatures*	
Self-certification in Extreme Circumstances		

DISLOCATED WORKER ONLY	Verification Source	Check if used
<b>Date of Actual Qualifying Dislocation</b>	Verification from employer	
	Rapid Response List	
	Notice of Layoff	
	Public Announcement with follow-up cross-match with UI	
	Self-Attestation	
<b>Terminated/Laid Off/Received Notice of Termination or Layoff</b>	Self-certification in Extreme Circumstances when layoff letter is lost or no layoff letter was provided	
	Certification of expected Separation ❖	
	Layoff letter from employer❖	
	Verification from prospective employer❖	
	Verification from employment agency❖	
<b>And Eligible for UI</b>	UI documents and/or printout that demonstrate applicant is eligible for, or has exhausted UI benefits, or does not work for a covered employer. <b>Statement of Monetary Determination does not prove eligibility for U.I.</b>	
	Employment service contact – Job Service, VEC❖	
	Current LMI showing occupation in decline❖	
<b>And Unlikely to Return</b>	Receipt of UI benefits showing duration of receipt of UI for at least 12 of the previous 26 weeks❖	
	Completed, signed copy from VEC or applicant proving participation in VEC REO program, RSP plan❖	
	Documentation acceptable according to LWIB policy on “unlikely to return”	

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DISLOCATED WORKER ONLY	Verification Source	Check if used
<b>Permanent Closure of Plant/Facility/Enterprise or Substantial Layoff</b>	Certification of expected separation❖	
	Letter from employer❖	
	Media announcement with employment verification❖	
	Contact with separating employer❖	
	Layoff notice❖	
	Public notice as determined by State’s Rapid Response Coordination Services with proof of previous employment verification❖	
	WARN notice to applicant from separating employer❖	
	WARN notice to labor union that represents applicant❖	
	Self-certification in cases of small closures of under 25 employees where WARN is not applicable.	
<b>General Announcement of Closure</b>	Verification from media source with employment verification❖	
	Employer verification❖	
<b>Formerly Self-Employed/Currently Unemployed</b>	IRS forms❖	
	Business ledgers❖	
	Chap. 7 Bankruptcy published in newspaper (date must be shown) or letter from trustee of bankruptcy court❖	
	Chap. 11 Bankruptcy published in newspaper (date must be shown) or letter from trustee of bankruptcy court❖	
	Statement of failure from business supplier❖	
	Statement of failure from business customer❖	
	Federal /State declaration of disaster❖	
	Self-certification in Extreme Circumstances	
<b>Displaced Homemaker</b>	IRS forms	
	Court records	
	Medical records	
	Bank/financial records	
	Divorce decree	
	Spouse death certificate	
	Spouse disability check	
	Signed documents from family member(s)	
	<b>AND</b>	
	Employment verification (previous, current or prospective depending on employment status) ❖	
	Job search verification❖	
	Self-certification in Extreme Circumstances	