

## WIOA Title I Adult Program – Eligibility Checklist

Applicant Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

**Reference:** Virginia Workforce Letter 15-02 Change 2  
Attachment D: Acceptable Verification & Documentation for WIOA Eligibility

Eligibility Item	Acceptable Documentation	Check If Used
<p><b>Social Security Number (SSN)</b> Assignment of pseudo SSN is permissible only when applicant refuses to disclose his or her SSN.</p> <p><b>Note:</b> An unsigned Social Security Card is valid, and a child's Social Security Card is valid if signed by a parent. When the child reaches working age (14 or 15), the parent can apply for another card, which can then be signed by the child.</p>	DD-214, Report of Transfer or Discharge if SSN is listed.	
	IRS Form Letter 1722	
	Letter from Social Service Agency	
	Driver's License, if SSN is listed	
	Social Security Card/Notice of SSN Assignment	
	Unemployment Insurance Records, if name and SSN are shown	
	School Records	
	Pay Stub, if SSN is listed	
	Employment Records	
	Social Security Benefit Documents	
W-2 Form		
<p><b>Age/Birthdate (DOB)</b></p>	Baptismal Record, if DOB is shown	
	DD-214, Report of Transfer or Discharge Paper	
	Federal, State, or Local Government Identification Card	
	Public Assistance/Social Service Records	
	Birth Certificate	
	Driver's License	
	Hospital Record of Birth, if Full Name is shown	
	U.S. Passport	
	Work Permit	
	School Records/Identification Card	
<p><b>Citizenship/Right to Work</b></p>	U.S. Citizenship and Immigration Services (USCIS) Forms: <ul style="list-style-type: none"> <li>• Documentation from List A; or</li> <li>• A combination of List B &amp; List C documentation</li> </ul>	
	Baptismal Certificate, if Place of Birth is shown	
	Birth Certificate	
	DD-214, Report of Transfer or Discharge, if Place of Birth shown	
	Hospital Record of Birth, if Place of Birth is shown	
	Naturalization Certification-a certificate provided to individuals who have become U.S. citizens after the age of 18 through the naturalization process	
	Social Security Card (Work Eligible) with Identification Card	
	School Records	
	E-Verify – <a href="https://e-verify.uscis.gov/emp">https://e-verify.uscis.gov/emp</a>	
	Handgun Permit w/ valid State photo I.D.	
Native American Tribal Document		
<p><b>Selective Service Registrant</b></p>	Selective Service Advisory Opinion Letter	
	Selective Service Registration Record (Form 3A)	
	DD-214, Report of Transfer or Discharge	
	Stamped Post Office Receipt of Registration	
	Internet Verification/Registration ( <a href="http://www.sss.gov">www.sss.gov</a> )	
Selective Service Telephone Verification (1-847-688-6888) ❖		

\* Not more than six months prior to application.

❖ Telephone Verification Form signed by verifier allowed.

## WIOA Title I Adult Program – Eligibility Checklist

---