

WIOA Title I Dislocated Worker 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

General Eligibility	Acceptable Documentation	Check If Used
<p>Social Security Number (SSN) Assignment of pseudo SSN is permissible only when applicant refuses to disclose his or her SSN.</p> <p>Note: 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>Age/Birthdate (DOB)</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>Citizenship/Right to Work</p>	U.S. Citizenship and Immigration Services (USCIS) Forms: <ul style="list-style-type: none"> • Documentation from List A; or • A combination of List B & List C documentation 	
	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 – https://e-verify.uscis.gov/emp	
	Handgun Permit w/ valid State photo I.D.	
	Public Assistance Records	
Native American Tribal Document		
<p>Selective Service Registrant</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 (www.sss.gov)	

* Not more than six months prior to application.

❖ Telephone Verification Form signed by verifier allowed.

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Dislocated Worker Specific Eligibility <i>(must meet at least one category)</i>	Acceptable Documentation	Check If Used
Selective Service Telephone Verification (1-847-688-6888) ❖		
Category 1		
Terminated/Laid Off/Received Notice of Termination or Layoff	Certification of Expected Separation ❖	
	Telephone Verification from Employer (Telephone Ver. Form) ❖	
	Layoff Letter from Employer ❖	
	Verification from Prospective Employer ❖	
	Verification from Employment Agency ❖	
AND		
Eligible for Unemployment Insurance (UI)	UI Documents and/or Printouts that demonstrate: <ul style="list-style-type: none"> • Applicant is eligible for UI; or • Has exhausted UI benefits; or • Does not work for a covered employer 	
	Employment Service Contract ❖	
AND		
Unlikely to Return	Current Labor Market Info showing occupations in decline ❖	
	Receipt of UI showing duration of receipt of UI of at least 12 of the previous 26 weeks ❖	
	Documentation showing a temporary layoff or furlough lasting a minimum of 12 weeks and no set return to work date❖	
	Participation in the VEC RESEA program with Reemployment Service Plan completed and signed ❖	
	Documents supporting unlikely to return as provided in VWL 19-04	
	Local Workforce Development Board Policy on “Unlikely to Return”	
Category 2		
Permanent Closure of Plant/Facility/Enterprise or Substantial Layoff	Certification of Expected Separation ❖	
	Media Announcement with Employment Verification ❖	
	Letter from Employer ❖	
	Contact with separating employer ❖	
	Public Notice from State Rapid Response Coordinator with proof of previous employment ❖	
	WARN Notice to individual with separating employer ❖	
	Layoff Notice ❖	
	WARN Notice to Labor Union with represents worker ❖	
Telephone Verification Form ❖		
Category 3		
General Announcement of Closure	Verification from Media Source with employment verification ❖	
	Employer Verification ❖	
	Telephone Verification Form	
Category 4		
Formerly Self-Employed/Currently Unemployed	IRS Forms ❖	
	Business Ledgers ❖	
	Chapter 7 – Bankruptcy Published in Newspaper (Date must be shown) or letter from trustee of bankruptcy court ❖	
	Chapter 11 – Bankruptcy published in newspaper (Date must be shown) or letter from trustee of bankruptcy court ❖	
	Statement of Failure of Business Supplier ❖	
	Statement of Failure of Business Customer ❖	
	Federal/State Declaration of Disaster ❖	
Telephone Verification Form		

more on next page

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Category 5		
<i>Displaced Homemaker</i> A person who has been providing unpaid services to family members in the home & who: <ul style="list-style-type: none"> • Has been dependent on the income of another family member but is no longer supported by that income; and • Is unemployed/underemployed and is having trouble obtaining or upgrading employment. 	IRS Forms *	
	Court Ledgers *	
	Medical Records *	
	Bank/Financial Records *	
	Divorce Decree *	
	Spouse Death Certificate *	
	Spouse Disability Check *	
	Signed statement from family member(s) *	
AND		
<i>Employment Verification</i>	Job Search Verification ❖	
	Telephone Verification Form	
Category 6		
<i>Spouse of Member of Armed Forces on Active Duty</i>	Permanent Change of Station (“PCS”) orders authorizing dependent travel *	
	Military Dependent Identification Card *	
AND		
<i>Employment Verification</i>	Job Search Verification ❖	
	Employment Verification (Previous, current, or prospective depending on employment status) ❖	
<i>Date of Actual Qualifying Dislocation</i>	Verification from employer ❖	
	Rapid Response List	
	Notice of Layoff ❖	
	Public Announcement with crossmatch with UI ❖	

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