

WIOA Title I Out-of-School Youth 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
Social Security Number (SSN) Assignment of pseudo SSN is permissible only when applicant refuses to disclose his or her SSN. 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.	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		
Age/Birthdate (DOB) 18-24	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	
Citizenship/Right to Work	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.	
Native American Tribal Document		
Selective Service Registrant (if applicable)	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)	
Selective Service Telephone Verification (1-847-688-6888) ❖		

* Not more than six months prior to application.

❖ Telephone Verification Form signed by verifier allowed.

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Not Attending School	School Records	
	Copy of diploma/GED	
	Telephone Verification Form signed by verifier	
OUT-OF-SCHOOL YOUTH BARRIER (at least one must be verified)		
(1) Dropout	School Records	
	Telephone Verification Form signed by verifier	
(2) Within age of compulsory attendance but not attended for recent school year calendar quarter	School Records	
(3a) Low Income	Copy of authorization to receive cash public assistance	
	Copy of public assistance check	
	Medical card showing cash grant status	
	Public assistance identification card showing cash grant status	
	Public assistance records/printout	
	Refugee assistance records	
	Telephone Verification Form signed by verifier	
	Current authorization to receive SNAP	
	Current SNAP letter	
	Letter from SNAP disbursing agency	
	School Records-Letter of educational deficiency (ex. School IEP)	
	Postmarked SNAP mailer with applicable name and address	
IF NONE OF THE ABOVE APPLY FOR LOW INCOME STATUS MUST FIRST DETERMINE FAMILY SIZE AND THEN FAMILY INCOME.		
Family Size	Birth Certificate	
	Degree of Court	
	Disabled (<i>See Persons with a Disability</i>)	
	Divorce Decree	
	Landlord Statement	
	Lease (residence)	
	Marriage Certificate	
	Medical Card	
	Most recent tax return support by IRS documents, if current	
	Public assistance/Social Service Agency records	
	Public Housing Authority (if resident of or on waiting list)	
	Written statement from a publicly supported 24-hour care facility or institution (e.g. mental health, prison)	
	WIOA Statement of Family Size/Family Income	
Family Income	Alimony Agreement	
	Award letter from Veterans Administration	
	Court award letter	
	Employer statement/contact	
	Farm or business financial records	
	Pension statement	
	Public assistance records	
	Quarterly estimated tax for self-employed persons (Schedule C)	
	Unemployment insurance documents and/or printout	
	Bank statement (Direct Deposit)	
	Compensation Award Letter	
	Housing Authority Verification	
	Pay stubs	
Social Security Benefits		
WIOA Statement of Family Size/Family Income		

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AND		
(3b) Basic Skills Deficient/English Language Learner	School Records-Letter of educational deficiency (ex. School IEP)	
	Generally accepted standardized test results	
	ESL Provider Verification	
(4) Subject to Justice System	Court documents	
	Halfway house resident	
	Letter of parole	
	Letter from probation officer	
	Letter from Dept. of Juvenile Justice Re-Entry Representative	
	Common intake form, if signed by applicant and staff person	
	Telephone Verification Form signed by verifier	
	Police Records	
(5) Homeless, Runaway, Foster Care, Out-of-Home Placement	Written statement from shelter	
	Written statement from Social Service Agency/Gov't Agency	
	Telephone Verification Form signed by verifier	
	Court Contact	
	Court Documentation	
	Medical Card	
	Verification of foster care payments made on behalf of child	
	School Records	
	Written statement from state/local agency	
(6) Pregnant/Parenting	Birth certificate of child	
	Hospital records of birth of child	
	Medical card	
	Physician's note	
	Referrals from official agencies	
	School program for pregnant/parenting teens	
	School records	
	Statement from Social Service Agency	
(7) Disabled	Letter from drug/alcohol rehabilitation agency	
	Letter from child study team stating specific disability	
	Medical Records	
	Physician's Statement	
	Psychiatrist's Statement	
	Psychologist's Statement	
	Rehabilitation Evaluation	
	Sheltered workshop certification	
	Social Service Records/Referral	
	Social Security Administration Disability Records	
	Veterans Administration Disability Letter/Records	
	Vocational Rehabilitation Letter	
	Workers Compensation Record	
	School Records	
Common intake form, printed with applicant and staff signature		
Individual Employment Plan (signed copy)		
(8a) Requires Additional Assistance	Assessment results and documentation from LWDA	
	Letter from school or educational institution	
	Other – appropriate documentation required (based on local policy)	
	Letter from employer	

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AND		
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	Copy of public assistance check	
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	Public assistance identification card showing cash grant status	
	Public assistance records/printout	
	Refugee assistance records	
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	Current authorization to receive SNAP	
	Current SNAP letter	
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