

WIOA Title I Adult Program – Eligibility Checklist

Applicant Name: _____

Application Date: _____

Completed By: _____

Reference: Virginia Workforce Letter 15-02
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)	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: - 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	
	Social Security Card (Work Eligible) with Identification Card	
	School Records	
	E-Verify – https://e-verify.uscis.gov/emp	
	SNAP Award Letter from Dept. of Social Services	
	Handgun Permit	
	Public Assistance Records	
	Native American Tribal Document	
Selective Service Registrant	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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