

The Virginia Community College System
VIRGINIA WORKFORCE LETTER (VWL) #15-02
Title: Eligibility Guidelines

Attachment J

WIOA Eligibility Checklist for In-School Youth

WIOA In-School Youth Eligibility Reference List

Applicant Name: _____

Application Date: _____

Completed By: _____

Reviewed By: _____

See Attachment D: Acceptable Verification and Documentation for WIOA Eligibility, July 1, 2015

A Social Security Number is not required, however, if it is not obtained during the eligibility process then the customer and staff should be made aware the supplemental employment information must be obtained in lieu of a Virginia Employment Commission (VEC) wage match.

General Eligibility – ALL APPLICANTS	Verification Source	Check if used
<p>Social Security Number Assignment of pseudo Social Security Number is permissible only when applicant refuses to disclose his or her social security number.</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	
	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		
<p>Citizenship or Eligible to Work DSS records of a parent can be used as proof of citizenship of dependent children.</p> <p>If on the verification source, the place of birth is not in the U.S., additional</p>	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 – https://e-verify.uscis.gov/self-check		

* Documentation not older than 6 months prior to application

❖ Telephone Verification Form signed by verifier allowed. Consent to Release Information Form must be signed by the applicant, or applicant's parent or legal guardian if underage, and kept with the file.

WIOA In-School Youth Eligibility Reference List

verification may be needed.	U.S. Citizenship and Immigration Services (USCIS) Forms; (www.uscis.gov ; from the home page click "Verification" in left	
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WIOA In-School Youth Eligibility Reference List

General Eligibility – ALL APPLICANTS	Verification Source	Check if used
	<p>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)</p> <p>USCIS verification requires forms from List A, or a combination of forms from Lists B and C. See complete lists below.</p> <p>Forms from List A:</p> <ul style="list-style-type: none"> • US Passport or US Passport Card, Permanent Resident Card, or Alien Registration Receipt Card (I-551) • Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable Immigrant Visa (MRIV) • Employment Authorization Document (Card) that contains a photograph (Form I-766) • 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 individuals who present this 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. <p>Combination of forms from Lists B & C:</p> <p>List B:</p> <ul style="list-style-type: none"> • 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 • 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 • School ID card with a photograph • Voter’s registration card • U.S. military card or draft record • Military dependent’s ID card • U.S. Coast Guard Merchant Mariners Document (MMD) Card • Native American tribal document 	

WIOA In-School Youth Eligibility Reference List

General Eligibility – ALL APPLICANTS	Verification Source	Check if used
	<ul style="list-style-type: none"> • Driver’s license issued by a Canadian government authority • under age 18 who are unable to present a document listed above: • School record or report card • Clinic, doctor or hospital record • Day-care or nursery school record • For minors under the age of 18 and certain individuals 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. <p>List C:</p> <ul style="list-style-type: none"> • 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"> ○ NOT VALID FOR EMPLOYMENT ○ VALID FOR WORK ONLY WITH INS AUTHORIZATION ○ VALID FOR WORK ONLY WITH DHS AUTHORIZATION • Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545) • Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350) • 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 • Native American tribal document • U.S. Citizen ID Card (Form I-197) • Identification Card for Use of Resident Citizen in the United States (Form I-179) <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>	

WIOA In-School Youth Eligibility Reference List

Age/Birthdate		
Required to determine eligibility for services as an Adult or Dislocated Worker, or Youth	Baptismal Certificate 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	
Selective Service Registration		
Males born after Jan. 1, 1960	Selective Service Advisory Opinion letter	
	Selective Service Registration Record, Form 3A	
	DD-214	
	Stamped Postal Service Receipt of Registration	
	Internet Verification/Registration – www.sss.gov	
	Selective Service telephone verification, 847-688-6888❖	
LOW INCOME where applicable - see VWL 15-03 for guidance		
Individual/Family Size		
Individual/Family Size	Birth Certificate	
	Decree of Court	
	Disabled (see Person with Disability)	
	Divorce Decree	
	Landlord statement	
	Lease (residential)	
	Marriage certificate	
	Medical card	
	Most recent tax return supported by IRS documents; Form Letter 1711, if current*	
	DSS/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	
	WIOA Statement of Family Size/Family Income	
	Self-certification in Extreme Circumstances	
Individual/Family Income		
Individual/Family Income Verification should be provided for each income source.	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*	

WIOA In-School Youth Eligibility Reference List

	Housing Authority Verification, either as 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*	
	WIOA Statement of Family Size/Family Income with signature of corroborating witness*	
	Self-certification in Extreme Circumstances	
Public Assistance		
Notes: Verification required for TANF, SNAP, and SSI; "Cardinal Card" alone is not sufficient evidence applicant is receiving SNAP.	Copy of Authorization to Receive Public Assistance* ❖	
	Copy of Public Assistance Check* ❖	
	Medical card showing grant status* ❖	
	Public Assistance ID card showing grant status* ❖	
	Public Assistance records/printout* ❖	
	Refugee assistance records* ❖	
	Telephone verification if addressed in local MOU*	
	SNAP (food stamps) - DSS records, SNAP authorization letter, postmarked SNAP mailer or other signed supporting documentation* ❖	
In-School Youth Specific		
Attending School	School records*	
Free or Reduced Price School Meals (Russell National School Lunch Act)		
	Secondary School records*	
Basic Skills Deficient		
	Assessed by generally accepted standardized test*	
	School records, i.e. transcript, IEP, etc., signed by school representative* ❖	
English Language Learner		
	Standardized tests	
	School records	
	Other ESL provider – refugee resettlement agency, community-based organization, faith-based organization, etc.	
Offender		
	Court documents ❖	
	Statement from halfway house ❖	
	Letter of parole ❖	
	Letter from probation officer ❖	
	Police records ❖	
	Letter from Dept. of Juvenile Justice Re-Entry Representative ❖	

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	Common Intake Form*❖	
Homeless/ Runaway Refer to McKinney- Vento Homeless Assistance Act and/or Violence Against Women Act	Written statement from person providing temporary residence❖	
	Written statement from shelter❖	
	Written statement from Social Service agency❖	
	Self-attestation in extreme circumstances	
In Foster Care or Aged Out of Foster Care	Court contact❖	
	Court documentation❖	
	Medical card❖	
	Verification of payments made on behalf of child❖	
	Written statement from DSS❖	
Pregnant or Parenting	Birth certificate of child	
	Hospital certificate of birth of child	
	Medical card	
	Physician's note	
	Referral from official agency❖	
	School program for pregnant/parent teens verified with school program❖	
	School records❖	
	Signed statement from Social Service agency❖	
Disabled	Letter from drug or alcohol rehab agency*	
	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*	
	Disability Employment Initiative (DEI) statement signed and dated by applicant and DARS/DEI representative, where available*	
	School records, i.e. IEP, etc., signed by school representative*	
	Self-certification in Extreme Circumstances	

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Requires Additional Assistance	Assessment results and documentation from LWDA	
	Letter from employer❖	
	Letter from school or educational institution❖	
	Other – appropriate documentation required	