




COMMONWEALTH OF VIRGINIA  
VIRGINIA COMMUNITY COLLEGE SYSTEM

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**VIRGINIA WORKFORCE LETTER (VWL) No. 18-02 Change 1**

**TO:** Local Workforce Development Boards

**FROM:** George Taratsas   
Director, WIOA Administration and Compliance

**SUBJECT:** Use of E-Verify for Right-to-Work Status

**EFFECTIVE DATE:** April 15, 2020

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**PURPOSE:** To provide guidance on the use of E-Verify to document an applicant's Right-to-Work under General Program Eligibility for the Workforce Innovation and Opportunity Act (WIOA) Title I Program.

**REFERENCES:**

WIOA Section 188 (a) (5)

**REVISION HISTORY:**

This Virginia Workforce Letter rescinds and replaces VWL 18-02.

**DEFINITIONS:**

E-Verify - is an internet-based system that compares information from an employee's Form I-9 Employment Eligibility Verification to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

**BACKGROUND:**

One of the three general eligibility requirements under the WIOA Title I Adult, Dislocated Worker, or Youth programs is United States citizenship or to be eligible to work in the United States. E-Verify can be used to confirm employment eligibility.

**GUIDANCE:**

Process for accessing E-Verify:

1. Access the E-Verify site (<https://www.e-verify.gov/>). Select myE-verify on the top bar. Scroll to Use Self Check. Select Visit myE-verify. Select "I Agree". Select "Create an account".
2. Have the applicant complete the process, and when the process is complete, a screen will appear with the following message – "Self-Check-Work Authorization Confirmed".
3. Print this page and add the following: (retain copy for the participant's file)

Customer's Name (Printed):

Date of Birth:

Customer's Signature:

Date completed:

Staff Representative Name:

Staff Representative's Signature:

This process may not work for all applicants. If this process is not used or is not successful, then traditional documentation procedures must be followed (excluding self-attestation). Reference VWL 15-02 for this procedure.

The following Verification Sources can be used to verify Citizenship or Right-to-Work:

| <b>Citizenship or Right-to Work Verification Sources</b>   |
|--|
| Baptismal Certificate – if place of birth is shown   |
| Birth Certificate  |
| DD-214 – if Place of Birth is shown  |
| SNAP award letter from Department of Social Services   |
| Hospital record of birth, if place of birth is shown   |
| Concealed Hand Gun permit along with a valid state issued photo I.D.   |
| Naturalization Certificate   |
| Public Assistance Records  |
| Social Security Card (work eligible) with valid photo I.D.   |
| Native American Tribal document  |
| E-Verify – <a href="https://www.e-verify.gov/mye-verify/self-check">https://www.e-verify.gov/mye-verify/self-check</a>   |
| <p>U.S. Citizenship and Immigration Services (USCIS) Forms:<br/>           (www.uscis.gov; from Home Page click “Verification” in the left 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 from List B and C. See complete list below:</p> <p><b>Forms from List A:</b></p> <ul style="list-style-type: none"> <li>• U.S. Passport or U.S. Passport Card, Permanent Resident Card, or Alien Registration card (I-551)</li> <li>• Foreign Passport that contains a temporary I-551 stamp of temporary I-551 printed notation on a machine-readable Immigrant Visa (MRIV)</li> <li>• Employment Authorization Document (Card) that contains a photograph (Form I-766)</li> <li>• Foreign passport with Form I-94 or Form I-94A, Arrive/Departure Report bearing the same name as the passport and containing an endorsement of the of the alien’s non-immigrant 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 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 persons, who present a 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.</li> </ul> <p><b>Combination of Forms from Lists B &amp; C:</b></p> <p><b>List B:</b></p> <ul style="list-style-type: none"> <li>• Driver’s license or identification (ID) card issued by 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</li> <li>• 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</li> </ul> |

- 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
- Driver's license issued by a Canadian government authority
- Under age of 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 persons with disabilities who are unable to produce any of the listed documents, special notations may be used in place of a List B document

**List C:**

- 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:
  - 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)
- Consular Report of Birth Abroad (FS-240)
- Certification of Report of Birth issued by the U.S. Department of State (Form FS-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-179)
- Identification Card for Use of Resident Citizen in the United States (Form I-197)
- Employment authorization document issued by DHS. Some employment authorization documents issued by DHS included 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").

An example of a successful E-Verify Confirmation with signatures is provided at the end of this document.

**ACTION REQUIRED:**

Distribute this Virginia Workforce Letter to all staff with the responsibility for determining eligibility for WIOA Title I Adult, Dislocated Worker, and Youth programs. Local Workforce Development Area staff who monitor local area programs should also receive a copy of this document.

**INQUIRIES:**

Adult and Dislocated Worker Program Coordinator  
Workforce Development Services  
Virginia Community College System  
Arboretum III  
300 Arboretum Place, Suite 200  
Richmond, VA 23236  
Telephone: (804) 819-5387  
Fax: (804) 786-8430  
Email: [wioa@vccs.edu](mailto:wioa@vccs.edu)



|                    |             |                          |             |
|--------------------|-------------|--------------------------|-------------|
| ESTABLISH IDENTITY |             | CONFIRM WORK ELIGIBILITY |             |
| Enter ID Data      | Take a Quiz | Enter Document Data      | Get Results |

### Work Authorization Confirmed

Joseph,

Self Check compared the information you provided to U.S. government databases and can confirm that, based on the information you provided, you are eligible to work in the United States.

If you are hired today by an E-Verify participating employer and you use the same documents and information provided, you will most likely be instantly work authorized when your employer checks your information using E-Verify.

In the event that you are not instantly work authorized, please work with your employer to ensure that your information was entered correctly and, if necessary, follow the steps outlined by E-Verify to resolve any issues.

This does not mean that you are guaranteed to pass through E-Verify without issue. A number of things can happen between now and when a future employer checks your information using E-Verify that may cause you to get a mismatch. Those things include name changes, citizenship status changes, expiration of work authorization, or a simple data entry error when your employer is entering your information into E-Verify. It is important that you keep your records up to date with the government to ensure an accurate employment verification process.

Thank you for completing the Self Check process!

[Return Home](#)

U.S. Department of Homeland Security / dhs.gov U.S. Citizenship and Immigration Services / uscis.gov

[1.3.4-RELEASE] Accessible

CUSTOMER'S NAME: Joseph Phantom  
DATE OF BIRTH: MARCH 9, 1959

DATE 4/15/2013

CUSTOMER SIGNATURE

04/15/2013

STAFF REPRESENTATIVE