

**ATTACHMENTS: A WIOA Title I VaWC Document Naming Conventions**

Providers uploading documents should name and tag their documents according to the naming convention identified below to facilitate ease of document identification and ensure consistency among staff.

Providers reviewing documents uploaded by individuals as part of the WIOA Title I pre-application should tag the documents according to the naming/tagging conventions below to ensure ease of document identification.

Criteria/Documents	TAG ID
<p><b>Age:</b> (Birth certificate, Passport, State-issued Driver’s License or ID, school records, DD-214, Green Card, etc. – must show the date of birth)</p>	<p><u>Examples:</u></p> <p>Birth Cert</p> <p>Driver’s License</p> <p>Passport</p>
<p><b>Citizenship/Eligible to Work:</b> (Birth Certificate, Social Security Card w/ID, DD-214, Naturalization Certificate, US Passport, Employment Authorization Card w/photo). <i>See USCIS.gov for a full list of accepted documents.</i></p>	<p><u>Examples:</u></p> <p>Birth Cert</p> <p>Soc Sec Card</p> <p>Passport</p>
<p><b>Selective Service Registration: (Required after January 1, 1960)</b></p> <p>(Internet verification, DD-214, Selective Service Telephone Verification 847-688-6888, Telephone verification form signed by the verifier and a Consent to Release Information form signed by the participant.)</p>	<p><u>Examples:</u></p> <p>Selective Service Internet</p> <p>Selective Service DD 214</p> <p>Selective Service Telephone</p>
<p><b>DW-proof of separation:</b></p> <p>(Layoff letter, letter of closure, verification form employment agency, media announcement of layoff or closure, WARN Notice, telephone verification completed with the employer and signed by the verifier.)</p>	<p><u>Examples:</u></p> <p>DW (<i>Name of Document</i>)</p> <p>DW Layoff Letter</p> <p>DW Media Announcement</p> <p>DW WARN</p>

	DW Telephone
<p><b>Unemployment Insurance eligibility/payments:</b></p> <p>(UI documents or printout that demonstrate the individual is eligible for, or has exhausted UI benefits, or does not work for a covered employer.)</p>	<p><u>Examples:</u></p> <p>DW (Name of Document)</p> <p>DW UI Printout</p>
<p><b>DW-Unlikely to Return to Previous Industry of Occupation Analysis:</b></p> <p>(LMI showing an occupation in decline, Receipt of UI benefits for at least 12 of the previous 26 weeks, Completed and signed copy of VEC REO program, Documentation acceptable according to LWDB policy on ULTR.)</p>	<p><u>Examples:</u></p> <p>DW (Name of Document)</p> <p>DW ULTR LMI</p> <p>DW ULTR UI Printout</p> <p>DW ULTR REO Plan</p> <p>DW ULTR LWDB</p>
<p><b>DW-Formerly Self-employed:</b></p> <p>(Chapter 7 or Chapter 11 Bankruptcy public notice showing the date, letter from a trustee of the bankruptcy court, statement of failure from business supplier or customer, IRS forms)</p>	<p><u>Examples:</u></p> <p>DW (Name of Document)</p> <p>DW Bankruptcy Letter</p>
<p><b>DW-Displaced Homemaker/Military Spouse:</b></p> <p>(Divorce decree, IRS form, court records, bank/financial records, spouse disability check, spouse death certificate, a signed document from family - <u>AND-</u></p> <p>Employment verification (previous, current, or prospective depending on employment status, job search verification)</p>	<p><u>Examples:</u></p> <p>DW (Name of Document)</p> <p>DW Divorce Decree</p> <p>DW Court Records</p> <p>DW Financial Records</p>
<p><b>School Status:</b></p> <p>(ISY-school records)</p>	<p><u>Examples:</u></p> <p>School Status (Name of Document)</p>

<p>(OSY-diploma, GED, school transcript/records with graduation date)</p>	<p>School Status Diploma School Status Records</p>
<p><b>Youth Barrier:</b></p> <p><u>BSD/English Language Learner</u>-Generally accepted Standardized Test, school records</p> <p><u>Pregnant/parenting</u>-child’s birth certificate, hospital record of birth, a statement from Dr. or social service agency</p> <p><u>Foster Child</u>-court documents, Social Services letter, verification of foster care payments made on behalf of child</p> <p><u>Homeless/Runaway</u>- Statement from a shelter, social service agency, court contact,</p> <p><u>Drop-out/not attending school</u>-school records</p> <p><u>Offender</u>-court documents, letter of probation or parole, police records</p> <p><u>Youth w/Disability</u>-school records, rehab eval, Dr. statement</p> <p><u>Low-income OSY</u>-needs additional assistance to enter or complete an education program or secure and hold employment – must meet local area criteria</p>	<p><u>Examples:</u></p> <p>Barrier (<i>Document Name</i>)</p> <p>Barrier School Records</p> <p>Barrier Child Birth Cert</p> <p>Barrier Court Docs</p> <p>Barrier Dr Letter</p>
<p><b>Youth Income (as applicable):</b></p> <p>(In-school Youth, Out-of-school Youth w/HS diploma who is BSD)</p>	<p><u>Examples:</u></p> <p>Income ISY</p> <p>Income OSY</p>
<p><b>Priority of Service:</b></p> <p>(DD-214, military service documents, a document showing spouse was veteran, TANF, SNAP, pay-stubs, a generally accepted standardized test showing BSD, documents showing barriers to employment- <i>refer to VWL 18-04.</i></p>	<p><u>Examples:</u></p> <p>POS (<i>Name of Document</i>)</p> <p>POS DD 214</p> <p>POS SNAP Letter</p> <p>POS TABE Test</p> <p>POS Court Documents</p>

<p><b>Equal Opportunity Notice:</b></p> <p>(EO notice of rights signed and dated by the participant)</p>	<p><u>Examples:</u></p> <p>EO Notice</p>
<p><b>Grievance Policy:</b></p> <p>(Acknowledgment of understanding of the local grievance policy and procedures)</p>	<p><u>Examples:</u></p> <p>Grievance Policy</p>
<p><b>Consent to Exchange Information:</b></p> <p>(Consent forms signed and dated by the participant; updated forms as required according to expiration)</p>	<p><u>Examples:</u></p> <p>Consent Form</p> <p>Consent Form Rev 1</p>
<p><b>Other Local Administrative Forms:</b></p> <p>(Applicable if LWDA has locally required forms.</p> <p>Examples could be a photographic release form or client responsibility form.)</p>	<p><u>Examples:</u></p> <p>LWDA <i>Form Name</i></p>
<p><b>Partner Referral:</b></p> <p>(Referrals to or from partner entities)</p>	<p><u>Examples:</u></p> <p>Referral (<i>Partner Name</i>)</p> <p>Referral DARS</p> <p>Referral Adult Ed</p>
<p><b>Assessments:</b></p> <p>(Objective assessment, basic skills assessment, Interest Inventory, School Records)</p>	<p><u>Examples:</u></p> <p>Assess (<i>Assessment Type</i>)</p> <p>Assess Objective</p> <p>Assess Basic Skills Pre</p> <p>Assess Basic Skills Post</p> <p>Assess Career Interest</p> <p>Assess School Rec IEP</p>
<p><b>Occupational Skills Training:</b></p> <p>Customer Choice in Training-signed by the participant</p>	<p><u>Examples:</u></p> <p>Training (<i>Document Name</i>)</p> <p>Training Customer Choice</p>

<p>Labor Market Information</p> <p>Training Course Curriculum</p> <p>Cost Estimate Sheet</p> <p>Financial Aid Analysis-must be from the school</p> <p>Individual Training Account (ITA)-signed</p> <p>School Invoice</p>	<p>Training LMI</p> <p>Training Cost Estimate</p> <p>Training ITA</p> <p>Training Invoice 1 (2,3,4...)</p> <p>Training Payment 1 (2,3,4...)</p> <p>Training ITA Packet 1 (2,3,4) (all ITA docs)</p>
<p><b>Work-Based Training (OJT/IWT/CT/WEX):</b></p> <p>Agreement/Contract (signed by parties)</p> <p>Job Description</p> <p>Training Plan</p> <p>Timesheets signed by participant and supervisor</p> <p>Invoice</p> <p>Payment w/date</p> <p>Performance Evaluation</p>	<p><u>Examples:</u></p> <p>WBT (<i>Type of Training</i>)</p> <p>WBT OJT Contract <i>Employer Name</i></p> <p>WBT OJT Timesheet 1 (2,3,4...)</p> <p>WBT OJT Payment 1 (2,3,4...)</p> <p>WBT OJT Job description</p> <p>WBT WEX Agreement <i>Employer Name</i></p> <p>WBT WEX Timesheet 1 (2,3,4...)</p> <p>WBT WEX Payment 1 (2,3,4...)</p> <p>WBT WEX Evaluation 1 (2,3,4...)</p>
<p><b>Supportive Services:</b></p> <p>Support Service Determination Form</p> <p>Support Service Invoice</p> <p>Support Service Payment Voucher</p> <p>Support Service Receipt</p> <p>Eligibility for Needs-Based Payments</p> <p>Needs-Based Payment</p>	<p><u>Examples:</u></p> <p>Supp Serv (<i>Type of Service</i>)</p> <p>Supp Serv Determination</p> <p>Supp Serv Mileage 1 (2,3,4...)</p> <p>Supp Serv Mileage Payment 1 (2,3,4...)</p> <p>Supp Serv Child Care 1 (2,3,4...)</p> <p>Supp Serv Medical 1 (2,3,4...)</p> <p>Supp Serv NBP 1 (2,3,4...)</p>
<p><b>Incentives:</b></p> <p>Incentive</p>	<p><u>Examples:</u></p> <p>Incentive 1 (2,3,4...)</p>

Incentive Payment	Incentive Payment 1 (2,3,4...)
<p><b>Measurable Skills Gain:</b></p> <p>Educational Functioning Level (EFL)-standardized test</p> <p>Learning Milestone-school transcript/report card</p> <p>High School Diploma earned while in the program</p> <p>Training milestone-complete OJT, complete 1-yr apprenticeship</p> <p>Passing a required occupational exam</p>	<p><u>Examples:</u></p> <p>MSG (<i>Type of MSG</i>)</p> <p>MSG EFL TABE 1 (2,3,4...)</p> <p>MSG HS Diploma</p> <p>MSG OJT Eval</p> <p>MSG License Exam</p>
<p><b>Credential:</b> (earned after enrollment)</p> <p>Degree/Diploma</p> <p>Occupational Skills Certificate</p> <p>Occupational Skills License</p> <p>Academic Record/Transcript</p>	<p><u>Examples:</u></p> <p>Cred (<i>Type of Credential</i>)</p> <p>Cred HS Diploma</p> <p>Cred AA Degree</p> <p>Cred RN License</p> <p>Cred CDL</p>
<p><b>Closure/Exit:</b></p> <p>Follow-up Contact Information</p> <p>Employment Verification</p> <p>Work Number or other online employment verification</p> <p>Documentation for Global Exclusion</p>	<p><u>Examples:</u></p> <p>Exit (<i>Type of Document</i>)</p> <p>Exit Employment Verification</p> <p>Exit Work Number mmddyy</p> <p>Exit Global Court Doc</p> <p>Exit Global Dr Letter</p>