

## WIA Youth Eligibility Reference List

Applicant Name: \_\_\_\_\_  
 Application Date: \_\_\_\_\_  
 Completed By: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_

**See VWL 13-03 for information on limited acceptance of self-certification ("self-attestation") for Youth applicants in Extreme Circumstances.**

Eligibility Item	Verification Source	Check if used
<b>Social Security Number</b>	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	
<b>Citizenship or Eligible to Work</b>	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 – <a href="https://e-verify.uscis.gov/self-check">https://e-verify.uscis.gov/self-check</a>	
	U.S. Citizenship and Immigration Services (USCIS) Forms; ( <a href="http://www.uscis.gov">www.uscis.gov</a> ; from the home page click "Verification" in left 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)	
	USCIS verification requires forms from List A, or a combination of forms from Lists B and C. See complete lists below.	
<p><b>Forms from List A:</b></p> <ul style="list-style-type: none"> <li>• US Passport or US Passport Card, Permanent Resident Card, or Alien Registration Receipt Card (I-551)</li> <li>• Foreign Passport that contains a temporary I-551 stamp or</li> </ul>		

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Eligibility Item	Verification Source	Check if used
	<p>temporary I-551 printed notation on a machine-readable Immigrant Visa (MRIV)</p> <ul style="list-style-type: none"> <li>• Employment Authorization Document (Card) that contains a photograph (Form I-766)</li> <li>• 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.</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 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</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> <li>• School ID card with a photograph</li> <li>• Voter's registration card</li> <li>• U.S. military card or draft record</li> <li>• Military dependent's ID card</li> <li>• U.S. Coast Guard Merchant Mariners Document (MMD) Card</li> <li>• Native American tribal document</li> <li>• Driver's license issued by a Canadian government authority</li> <li>• under age 18 who are unable to present a document listed above:</li> <li>• School record or report card</li> <li>• Clinic, doctor or hospital record</li> <li>• Day-care or nursery school record</li> <li>• 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.</li> </ul> <p><b>List C:</b></p> <ul style="list-style-type: none"> <li>• U.S. Social Security account number card that is unrestricted. A card that includes any of the following restrictive wording is not an</li> </ul>	

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Eligibility Item	Verification Source	Check if used
	<p>acceptable List C document:</p> <ul style="list-style-type: none"> <li>○ NOT VALID FOR EMPLOYMENT</li> <li>○ VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>○ VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ul> <ul style="list-style-type: none"> <li>● Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)</li> <li>● Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)</li> <li>● 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</li> <li>● Native American tribal document</li> <li>● U.S. Citizen ID Card (Form I-197)</li> <li>● Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> </ul> <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>	
<b>Age/Birthdate</b>	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	
<b>Selective Service Registration</b>	Selective Service Advisory Opinion letter	
	Selective Service Registration Record, Form 3A	
	DD-214	
	Stamped Postal Service Receipt of Registration	
	Internet Verification/Registration – <a href="http://www.sss.gov">www.sss.gov</a>	
	Selective Service telephone verification, 847-688-6888❖	

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Eligibility Item	Verification Source	Check if used
<b>YOUTH-LOW INCOME</b>		
<b>Individual/Family Size</b>	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*	
	Public Assistance/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	
	WIA Statement of Family Size/Family Income	
	Self-certification in Extreme Circumstances	
<b>Individual/Family Income – (See eligibility rules for youth with disability.)</b>	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*	
	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*	
	WIA Statement of Family Size/Family Income	
	Self-certification in Extreme Circumstances	
<b>Public Assistance</b>	Copy of Authorization to Receive Cash Public Assistance*❖	
	Copy of Public Assistance Check*❖	
	Medical card showing cash grant status*❖	
	Public Assistance ID card showing cash grant status*❖	
	Public Assistance records/printout*❖	
	Refugee assistance records*❖	

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Eligibility Item	Verification Source	Check if used
<b>SNAP (food stamps)</b>	Current authorization to receive SNAP*☒	
	Current SNAP letter* ❖	
	Letter from SNAP disbursing agency* ❖	
	Postmarked SNAP mailer with applicant name & address* ❖	
	Public Assistance records/printout* ❖	
<b>Homeless/ Runaway</b>	Written statement from person providing temporary residence ❖	
	Written statement from shelter ❖	
	Written statement from Social Service agency ❖	
<b>Foster Child</b>	Court contact ❖	
	Court documentation ❖	
	Medical card ❖	
	Verification of payments made on behalf of child ❖	
	Written statement from State or Local Agency ❖	
<b>Person with Disability</b>	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	
School records*		
Self-certification in Extreme Circumstances		
<b>YOUTH – LOW INCOME AND A BARRIER</b>		
<b>Basic Skills Deficient</b>	Assessed by generally accepted standardized test	
	School records ❖	
<b>School Dropout</b>	Attendance records ❖	
	Dropout letter ❖	
<b>Pregnant or Parenting</b>	Birth certificate of child	
	Hospital certificate of birth of child	
	Medical card	

## WIA Youth Eligibility Reference List

	Physician's note	
	Referral from official agency❖	
	School program for pregnant teens verified with school program❖	
	School records❖	
	Signed statement from Social Service agency❖	
<b>Homeless, Runaway or Foster Child</b>	Written statement from person providing temporary residence❖	
	Written statement from shelter❖	
	Written statement from Social Service agency❖	
	Court contact❖	
	Court documentation❖	
	Medical card❖	
	Verification of payments made on behalf of child❖	
	Written statement from State or Local Agency❖	
<b>Offender</b>	Court documents❖	
	Statement from halfway house ❖	
	Letter of parole❖	
	Letter from probation officer❖	
	Police records❖	
	Letter from Dept. of Juvenile Justice Re-Entry Representative❖	
<b>Requires Additional Assistance</b> <i>Only if specified in Local Workforce Area Plan</i>	Assessment results and documented justification by Local Workforce Area	
	Letter from employer❖	
	Letter from school or educational institution❖	

**5% Youth Exception**  
***For those not meeting low-income requirement if allowed in Local Area Plan***

Eligibility Item	Verification Source	Check if used
<b>School Dropout</b>	Attendance records❖	
	Dropout letter❖	
	School records❖	
<b>Basic Skills Deficient</b>	Assessed by generally accepted standardized test	
	School records❖	
<b>Behind Grade</b>	Report Card❖	

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<b>Level</b>	School records❖	
<b>Pregnant or Parenting</b>	Birth certificate of child	
	Hospital certificate of birth of child	
	Medical card	
	Physician's note	
	Referral from official agency❖	
	School program for pregnant teens verified with school program❖	
	School records❖	
	Signed statement from Social Service agency❖	
<b>Person with Disability</b>	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	
	School records*	
Self-certification in Extreme Circumstances		
<b>Offender</b>	Court documents❖	
	Statement from halfway house ❖	
	Letter of parole❖	
	Letter from probation officer❖	
	Police records❖	
	Letter from Dept. of Juvenile Justice Re-Entry Representative❖	
<b>Homeless/ Runaway</b>	Written statement from person providing temporary residence❖	
	Written statement from shelter❖	
	Written statement from Social Service agency❖	
<b>Serious Barriers to Employment as Identified by Local Board</b>	Other (state the barrier)	
	Documentation based on Local Board policy if applicable (list)	

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