



<b>Participant Name:</b>	<b>Agency Name:</b>	<b>Last 4 of SS#</b>
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**Note:** Only one selection required for each section. One document can be used for multiple sections, if applicable.

**AUTHORIZATION TO WORK IN US**

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate with place of birth</li> <li><input type="checkbox"/> U.S. Social Security card (work eligible)</li> <li><input type="checkbox"/> Alien Registration card (Right-to-Work)</li> <li><input type="checkbox"/> Baptismal Certificate (Place of birth listed)</li> <li><input type="checkbox"/> DD-214/Report of Transfer or Discharge</li> <li><input type="checkbox"/> United States Passport</li> <li><input type="checkbox"/> Foreign Passport (Eligible to work stamped)</li> <li><input type="checkbox"/> Hospital Birth Record indicating US Citizenship</li> <li><input type="checkbox"/> U.S. Naturalization Certificate</li> <li><input type="checkbox"/> IDES or other State's UI (UI Claimant only)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> E-Verify with documentation</li> <li><input type="checkbox"/> Self-Attestation on How to Meet DACA requirements outlined in DOL TEGL 02-14</li> <li><input type="checkbox"/> Certificate of U.S. Citizenship (INS Form N-560 or N-561)</li> <li><input type="checkbox"/> Consular Report of Birth Abroad or Certificate of Birth</li> <li><input type="checkbox"/> Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350)</li> <li><input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94</li> <li><input type="checkbox"/> Unexpired Temporary Resident Card (INS Form I-688)</li> <li><input type="checkbox"/> Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph</li> <li><input type="checkbox"/> Unexpired Reentry Permit (INS I-327)</li> <li><input type="checkbox"/> Unexpired Refugee Travel Document (INS Form I-571)</li> <li><input type="checkbox"/> ID card for use of Resident Citizen in the U.S. (INS Form I-179)</li> <li><input type="checkbox"/> Acceptable Documents used for INS Form I-9</li> </ul> |
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**AGE**

- Birth Certificate
- Baptismal Certificate with Date of Birth
- DD-214/Report of Transfer or Discharge with DOB
- Driver's License
- IL State ID or other Federal, State, or Local Gov't issued ID
- Hospital Birth Record
- Passport
- Public Assistance/Social Service records
- School Records/Identification
- IDES UI printout (showing DOB)
- Court Records (showing DOB)
- Youth Only-Work Permits
- Workers Compensation Record with DOB
- Acceptable Documents for INS form I-9

**SELECTIVE SERVICE**

**MALES ONLY**

- Selective Service Verification ([www.sss.gov/printout](http://www.sss.gov/printout))
- Selective Service Registration Card
- Selective Service Registration Record (form 3A)
- Stamped Post Office Receipt of Registration
- Locally Approved Selective Service Waiver
- Other approved document (see Career Connect)

**RESIDENCY**

- Driver's License/State I.D.
- Food Stamp Award Letter
- Homeless-DHS Letter
- Homeless-Shelter/Temp Residence Letter (on Letterhead)
- Housing Authority Verification
- Insurance Policy (Residence or Auto)
- Landlord Statement or Lease
- Letter from Social Service Agency or School (on Letterhead)
- Medicaid/Medicare Card
- Pay Stub
- Public Assistance Records (current)
- Current Utility Bill w/Customer's Name
- Applicant statement/self-attestation, in limited case:
- Other, Requires Partnership approval:

**SOCIAL SECURITY**

- Social Security Card (Must be signed)
- Social Security Printout
- Any other approved Social Security Document

**Note:** Based on selected category, one document is required in each column, unless indicated.

**CATEGORY 1: TERMINATION/LAID-OFF/UI**

**Employment Status**

- IDES UI Record showing Termination or Layoff
- Work History showing Termination or Layoff
- Certification of Expected Separation
- Individual Notice of Layoff

**Unemployment Comp. Verification**

- IDES UI Records showing Eligible for Benefits (Claimant or Exhaustee)
- Other State's UI Records showing Eligible for Benefits (Claimant or Exhaustee)

**Dislocation Category Verification**

**If eligible because of declining industry or low-growth occupation:**

- Work History or other documentation of ONET **OR** NAICS Code for Dislocation Employment

**If eligible because long-term unemployment**

- Work History showing Unemployed at Least 6 months **OR**
- UI Documents showing Unemployed at Least 6 months **AND**
- Job Service Documents showing Completed 1 month of Job Search

**If eligible because requires Additional Assistance**

- Case note documenting that customer needs additional assistance to obtain employment

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**CATEGORY 2: TERMINATION/LAID-OFF/TENURE**

**Employment Status**

- IDES UI Record showing Termination or Layoff
- Work History showing Termination or Layoff
- Certification of Expected Separation
- Individual Notice of Layoff

**Unemployment Comp. Verification**

- Work History showing meets Tenure Requirements for WIOA (Neither Claimant or Exhaustee)
- IDES UI Records showing meets Tenure Requirements for WIOA (Neither Claimant nor Exhaustee)

**Dislocation Category Verification**

**If eligible because of declining industry or low-growth occupation:**

- Work History or other documentation of ONET **OR** NAICS Code for Dislocation Employment

**If eligible because long-term unemployment**

- Work History showing Unemployed at Least 6 months **OR**
- UI Documents showing Unemployed at Least 6 months **AND**
- Job Service Documents showing Completed 1 month of Job Search

**If eligible because requires Additional Assistance**

- Case note documenting that customer needs additional assistance to obtain employment

**CATEGORY 3: CLOSURE/MASS LAYOFF/**

**Employment Status**

- IDES UI Record showing Termination or Layoff
- Work History showing Termination or Layoff
- Certification of Expected Separation
- Individual Notice of Layoff

**Unemployment Comp. Verification**

- UI Records **OR**
- Signed & Dated WIOA Application

**Dislocation Category Verification**

- Dislocation Event Tracking System shows Laid off Due to Plant Closure
- Employer Information shows Laid Off Due to Plant Closure
- Dislocation Event Tracking System shows Laid Off Due to Substantial Layoff
- Employer Information shows Laid Off Due to Substantial Layoff

**CATEGORY 4: CLOSURE/MASS LAYOFF/PUBLIC NOTICE**

**Employment Status**

- Individual Notice of Layoff

**Unemployment Comp. Verification**

- UI Records **OR**
- Signed & Dated WIOA Application

**Dislocation Category Verification**

- Public Notice of Plant Closure w/in 180 days
- Public Notice of Substantial Layoff w/in 180 days

**CATEGORY 5: SELF-EMPLOYED**

**Employment Status**

- Business Records showing Laid off—General Economic Conditions
- Sales Receipts or Tax Records showing Laid off—General Econ. Conditions
- Going Out of Business
- Other approved status, see Career Connect: \_\_\_\_\_

**Unemployment Comp. Verification**

- UI Records **OR**
- Signed & Dated WIOA Application

**Dislocation Category Verification**

- Business Records showing Self-Employed
- Legal Papers showing Self-Employed
- Sales Receipts showing Self-Employed
- Tax Records showing Self-Employed

**CATEGORY 6: DISPLACED HOMEMAKER**

- DISPLACED HOMEMAKER:** An individual who has been providing unpaid services to family in the home

**Employment Status**

- Signed & Dated WIOA Application

**Displacement Verification**

- Signed & Dated WIOA Application

**Displacement Category Verification**

- Records verifying death, divorce, or legal separation
- Layoff notice/Business closure documentation
- Signed self-attestation of marital status

**CATEGORY 7&8: SPOUSE OF ARMED FORCES MEMBER**

- CATEGORY 7:** Spouse of a member of Armed Forces on active duty **AND** has a loss of employment as direct result of relocation to accommodate permanent change in duty station of such member
- CATEGORY 8:** Spouse of a member of the Armed Forces on active duty **AND** who is unemployed or underemployed **AND** is experiencing difficulty obtaining or upgrading employment

**Employment Status**

- Signed & Dated WIOA Application

**Dislocation Verification**

- Signed & Dated WIOA Application

**Dislocation Category Verification**

- Is verified in State Specific Tab— Spouse of Active Duty Service Member Section