



Participant Name:	Agency Name:	Last 4 of SS#
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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

- Birth Certificate with place of birth
- U.S. Social Security card (work eligible)
- Alien Registration card (Right-to-Work)
- Baptismal Certificate with place of birth
- DD-214/Report of Transfer or Discharge
- United States Passport
- Foreign Passport stamped Eligible to work
- Hospital Birth Record indicating US Citizenship
- U.S. Naturalization Certificate
- IDES or other State's UI (UI Claimant only)
- E-Verify with documentation
- Self-Attestation on How to Meet DACA requirements outlined in DOL TEGL 02-14
- Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- Consular Report of Birth Abroad or Certificate of Birth
- Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350)
- Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph
- Unexpired Reentry Permit (INS I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- ID card for use of Resident Citizen in the U.S. (INS Form I-179)
- Acceptable Documents used for INS Form I-9

AGE

- Birth Certificate
- Baptismal Certificate with DOB
- 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)
- Selective Service Registration Card
- Selective Service Registration Record (form 3A)
- Stamped Post Office Receipt of Registration
- Locally Approved Selective Service Waiver
- Veteran's ID Card
- 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, inlimited cases
- Other, Requires Partnership approval:

SOCIAL SECURITY

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

NOTE: Only one selection is required in each section, unless indicated.

WIOA OUT-OF-SCHOOL ELIGIBILITY GUIDE

Applicant Is:

- Age 16-24 years old **AND**
- Not attending school (as defined under State law) **AND;**

Out-of-School Youth Barriers

- School Dropout; **OR**
- Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year's calendar quarter; **OR**
- Homeless or Runaway; **OR**
- In foster care or aged out of foster care; **OR**
- Pregnant or Parenting; **OR**
- Subject to juvenile or adult justice system; **OR**
- Has a disability; **OR**

- Meets Low Income Guidelines **AND;**
- Requires Additional Assistance to complete an educational program, or secure and hold employment

Participant Name:

Agency Name:

Last 4 of SS#

LOW-INCOME

Automatically Low Income

- Cash Welfare
 Food Stamps (SNAP)
 Homeless
 Foster Child
 Living in a high-poverty area

Based on Income Calculation for Family

- Gross wages/Salary
 Unemployment Insurance
 Child Support
 Social Security Disability
 Pension
 Financial Support
 Alimony
 Rental Income
 Insurance Annuities
 Applicant Statement
 Other income source not listed in "Excluded Income"

Select Income Documentation Items Provided from List

- Medical Card indicating Cash Payment
 Public Assistance Records (Printout)
 Letter of Support from Welfare Recipient Family Member
 Food Stamps Authorization Letter/Food Stamp Recipient
 Letter from DHS, Shelter, or Temporary Residency Letter (on Letterhead)
 Court Documentation, Medical Card, or Payment Verification with children's name
 Social Security Award Letter (Printout)
 Pay Stub/Income Taxes
 Employer Letter
 Documentation verifying high poverty area
 Applicant Statement
 Other:

Note: Check all documents that apply. If checked, copy of documents must be in customer's physical file.

DOCUMENTATION VERIFICATION

SCHOOL DROPOUT

- Dropout Letter
 Attendance Records
 WIOA Application (signed and dated)-not attending School

COMPULSORY SCHOOL ATTENDANCE

- Attendance Record
 Written verification from Educational Institution

BASIC SKILLS DEFICIENT

- Results from authorized assessment test
 School Records verifying applicant unable to take assessment test

SECONDARY DIPLOMA OR EQ.

- Copy of secondary diploma or recognized equivalent
 Letter from Educational Institution verifying graduation and date of graduation
 HS Graduate or Equivalent: WIOA Application (signed and dated)

ENGLISH LANGUAGE LEARNER

- Results from authorized assessment test
 WIOA application (signed and dated)
 Case notes from Career Planner

HOMELESS/RUNAWAY

- Written statement from shelter
 Written statement from an individual providing temporary assistance
 Written statement from Social Service agency-homeless shelter/runaway services
 Signed applicant statement

PREGNANT/PARENTING

- Child's Birth certificate
 Hospital record of birth
 Medical Card
 Physician's Statement
 Referral from official agencies
 School program for pregnant teens
 School Records
 Signed applicant statement
 Public Assistance/Social Service records
 Case Notes regarding observable condition

JUVENILE or ADULT JUSTICE SYSTEM

- Police records
 Court Documents
 Halfway house resident
 Letter of parole
 Letter from probation officer
 Applicant statement/self-attestation, in limited cases

INDIVIDUAL WITH A DISABILITY

- Letter from drug or alcohol rehabilitation agency
 Medical Records
 Social Service records/Referral
 Physician's statement
 Rehabilitation evaluation records
 Individual Education Plan from school
 Sheltered workshop certification
 Worker's Compensation Record
 Social Security Administration disability records
 Veterans Administration Disability Determination letter/Records
 Vocational Rehabilitation Letter
 School Records
 Psychiatrist or Psychologist Diagnosis
 Case Notes regarding observable condition by Case Manager

FOSTER CARE

- Court contract
 Court documentation
 Medical Card showing Foster Child
 Verification of payments made on behalf of child
 Written statement from State/Local agency

ADDITIONAL ASSISTANCE

- School records
 Testing by WIOA Grantee
 Testing records from another organization
 Other evidence of requiring additional assistance
 Locally determined documentation/policy