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WIOA ELIGIBILITY VERIFICATION ACCEPTABLE DOCUMENTS

Step 1: Applicant Verification
Provide **ONE** document from the Acceptable Documents column for each Eligibility Criteria.

Eligibility Criteria	Acceptable Documents
1. Social Security Number	❑ Social Security Card ❑ SSA Number Printout ❑ Social Security Administration Document
2. Address	❑ Driver's License ❑ MD ID Card ❑ School Records ❑ Post-Marked/Dated Mail (Addressed to Applicant)
3. Birth Date/Age/Gender	❑ Birth Certificate ❑ School Records ❑ Driver's License ❑ Government Issued Identification Card ❑ U.S Passport (Unexpired)
4. Documented Disability (If Applicable)	❑ School Record: IEP, 504, Letter Verifying Disability. ❑ Doctor's Statement or Diagnosis/Medical Records ❑ Social Security Administration Disability Records
5. Citizenship Status	❑ Birth Certificate ❑ Alien Registration Card indicating right to Work (DHS//USCIS Forms I-551, I-94, I-94A, I-197(U.S Citizen ID Card), I-179, I-766 ❑ Foreign Passport Stamped Eligible to Work (unexpired) ❑ Naturalization Certificate ❑ Hospital Record of Birth

Step 2: Income Verification
Provide **ONE** document from the Acceptable Documents column for each Eligibility Criteria.

Eligibility Criteria	Acceptable Documents
1. Student Employment Status (If student previously had a job or currently has one)	❑ Employer Contact ❑ Pay Stubs
2. Public Assistance	❑ Social Service Agency/Records Printout. ❑ Public Assistance/Records Printout ❑ Statement from Social Services Agency
3. Family Size	❑ School Records ❑ Public Assistance/Social Service Agency Records ❑ Lease/Landlord Statement
4. Family Income	❑ Disability (Applicant's Income Only) ❑ Employer Statement/ Contact ❑ Family or Business Financial Records ❑ Pay Stubs ❑ Public Assistance/Social Service Agency Records ❑ Social Security Benefits

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	❏ U.S Passport (unexpired		
6. Education Level/Status	❏ School Record- IEP or 504 ❏ School Record- Transcript/Report Card		

Step 3: Identifying Factor
Select *at least* **ONE criterion** that applies to you and provide **ONE** acceptable document

Eligibility Criteria	Acceptable Documents
1. Homeless/Runaway	❏ Statement from homeless shelter ❏ Statement from Social Services ❏ Written statement from an individual providing temporary assistance
2. Ex-Offender	❏ Statement from Justice System ❏ Court Documents ❏ Letter from or documented call with Parole/Probation Officer
3. Pregnant	❏ Doctor's Note verifying pregnancy
4. Parenting	❏ Copy of Child's Birth Certificate
5. In or Aged out of the Foster Care System	❏ Court Documents ❏ Letter from Social Services (within the last 6 months)
6. Basic Skills Deficient	❏ School Records- Transcript/ Report Card
7. English as a Second Language (ESOL)	❏ School Records