**Adult & Dislocated Worker**

**WIOA Eligibility Document Checklist**

This is a short list of the most common documents required for WIOA Adult and Dislocated Worker eligibility. You only need one document per section. Please note some documents can be used in multiple sections. Some of these sections may not apply.

If you don’t have any of the documents listed in a section, it does not mean you can not participate. Please call the workforce professional that directed you to the Career Connect website for another acceptable form of documentation or for any questions.

1. Authorized to Work in the US

* Birth certificate with place of birth
* U.S. Social Security Card (work eligible)
* Alien Registration Card (right to work)
* Unexpired foreign document authorized to work in the U.S.
* United States Passport

1. Veterans Status

* Veteran’s ID card
* DD-214, report of transfer or discharge paper

1. Age

* Birth certificate
* Driver’s license
* State ID
* Alien registration card/unexpired foreign documents authorized to work in the U.S.
* Passport
* DD-214/report of transfer or discharge with DOB

1. Selective Service (Males only)

* Selective service registration card or print out
* Veterans ID card

You can register and/or print your selective service registration here: <https://www.sss.gov/>

1. Residency / Address

* Driver’s license/state I.D.
* Medicaid/Medicare card
* Food stamp award letter
* Current utility bill with customer name

1. Social Security Number

* Social security card (signed)
* Social security print-out

1. Homeless (if applicable)

* Written statement from shelter
* Written statement from individual providing temporary shelter

1. Adult Justice System (if applicable)

* Police records
* Court documents
* Letter of parole
* Letter from probation officer

1. Individual with A Disability (if applicable)

* Medical records / doctor’s note
* Social service records
* Social Security Administration Disability payment/records

1. Employment Status

* Unemployment Insurance records showing termination or layoff and benefit status (eligible for, receiving, or exhausted benefits)
* Resume/work history showing termination or layoff
* Notification of expected separation from work
* Notice of layoff (can be up to 5 years in the past)

1. Income

* Proof of receipt of any of the following in the last 6 months:
  + TANF (welfare)
  + SNAP (food stamps)
* If the above does not apply, you may need to provide additional income documents as directed by the agency.