

DISLOCATED WORKER ELIGIBILITY CHECKLIST

Participant Name:

Agency Name:

Career Connect State ID#

Note: Only one document required for each section. If applicable, the same document can be used for multiple sections.

AUTHORIZATION TO WORK IN US

- | | | |
|--|---|---|
| ☐ Birth Certificate with place of birth
☐ U.S. Social Security card (<i>other than a card that indicates not valid for employment</i>)
☐ Enhanced Driver's License/REAL ID
☐ Alien Registration card indicating Right to Work
☐ Baptismal Certificate with place of birth
☐ DD-214 with place of birth
☐ United States Passport
☐ Foreign Passport stamped eligible to work
☐ Hospital Birth Record indicating US Citizenship
☐ U.S. Naturalization Certificate | ☐ U.S. Passport (<i>Unexpired or Expired</i>)
☐ Self-Attestation on How to Meet DACA requirements outlined in DOL TEGL 02-14
☐ E-Verify with documentation
☐ Certificate of U.S. Citizenship (<i>INS Form N-560 or N-561</i>)
☐ Consular Report of Birth Abroad or Certificate of Birth
☐ Certification of Birth Abroad issued by the Dept. of State (<i>Form FS-240, Form FS-545 or Form DS-1350</i>)
☐ Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>) | ☐ Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
☐ Unexpired Temporary Resident Card (<i>INS Form I-688</i>)
☐ Unexpired Employment Authorization Document (<i>INS Form I-688A, I-688B, or I-766</i>) with or without photograph
☐ Unexpired Reentry Permit (<i>INS Form I-327</i>)
☐ Unexpired Refugee Travel Document (<i>INS Form I-571</i>)
☐ ID card for use of Resident Citizen in the U.S. (<i>INS Form I-179</i>)
☐ Acceptable Documents used for INS Form I-9 |
|--|---|---|

AGE

- ☐
- Birth Certificate
-
- ☐
- Baptismal Certificate with Date of Birth
-
- ☐
- DD-214/Report of Transfer or Discharge with DOB
-
- ☐
- Standard Driver's License
-
- ☐
- IL State ID or other Federal, State, or Local Gov't issued ID
-
- ☐
- Enhanced Driver's License/REAL ID
-
- ☐
- Hospital Birth Record
-
- ☐
- U.S. Passport
-
- ☐
- Public Assistance/Social Service records
-
- ☐
- School Records/Identification
-
- ☐
- Court Records (showing DOB)
-
- ☐
- Youth Only-Work Permits
-
- ☐
- Workers Compensation Record with DOB

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
-
- ☐
- Other approved document (see Career Connect)
-
-

SOCIAL SECURITY

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

RESIDENCY

- ☐
- Standard Driver's License or Enhanced Driver's License/REAL ID
-
- ☐
- IL State ID or other Federal, State or Local Gov't issued ID
-
- ☐
- Food Stamp Award Letter/Public Assistance Records (
- current*
-)
-
- ☐
- Homeless-DHS Letter, Signed Applicant Statement or 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
-
- ☐
- Property Tax Record
-
- ☐
- Selective Service Registration Card
-
- ☐
- Current Utility Bill w/Customer's Name
-
- ☐
- Applicant statement/self-attestation, in limited cases
-
- ☐
- Other, Requires Partnership approval

Note: Only one Category is needed to meet Dislocated Worker Eligibility. One selection is required in each section, 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

If eligible due to requires Additional Assistance:

- ☐
- Please refer to our local Dislocated Worker Policy Letter for further guidance.

LINK: <https://workforceboard.zendesk.com/hc/en-us/articles/115000826551>

Participant Name:

Agency Name:

Career Connect State ID#

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

If eligible because requires Additional Assistance

- ☐ Please refer to our local Dislocated Worker Policy Letter for further guidance.

LINK: <https://workforceboard.zendesk.com/hc/en-us/articles/115000826551->

CATEGORY 3: CLOSURE/SUBSTANTIAL LAYOFF/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

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

Dislocation Category Verification

- ☐ Layoffs from Federal, State or local disasters or emergencies
- ☐ Documented State or Local Rapid Response layoff in the Illinois Employment Business System (IEBS)
- ☐ Laid off from an identified sector or occupation: *Leisure and Hospitality, Manufacturing, Trade, Transportation, Utilities, Retail Trade and Accommodation and Food Services*

CATEGORY 4: CLOSURE/SUBSTANTIAL 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