

***Guide to Workforce Investment Act (WIA) Title 1B
Eligibility Determination and Documentation***



***Department of Workforce Development
Division of Workforce Solutions
March 2007***

Types of Documentation

Documentation: Consists of records, certificates, documents, identification cards, and other items which can be photocopied and included in the participants' files. Source documents include documents issued by a governmental entity, i.e., driver's license, library card, and private documents such as utility bills, paycheck stubs, or termination notices. Other evidence would be completed telephone/document inspection forms, and a signed applicant statement, the local application form or WIA Registration form.

Documentation may be one of two types, written or oral. Written statements from governmental, educational, judicial, human services or other appropriate sources may be used to document eligibility. Service providers may also document eligibility through oral contact with the same resources that could provide written statements. In documenting oral contact, the following information should be included: a) date of contact; b) person/agency contacted including name, address, and contact phone number; c) information provided ensuring that the potential participant's name is noted; and d) signature/initials of person making contact. See **Attachment 2** for a sample Telephone Verification Form.

Applicant Statement: The key elements for an applicant statement are: (a) the participant identifying his or her status for permitted elements; and (b) signing and dating a form attesting to this self-identification. The form and signature can be the local application form or WIA registration form, or any other form/statement. However, an applicant statement is not considered a primary documentation source. Applicant statements may be used when an item is unverifiable or it is unreasonably difficult for the applicant to obtain. Examples for the use of applicant statement:

Individual status – persons ordinarily included in the definition of family, but claiming to be no longer dependent, should complete an applicant statement attesting to their individual status. Such statements should be corroborated by the head of the household in which that person resides. If possible, individuals should also show the source of their support.

Proof of income for individuals who claim little or no income – statement should indicate means of support, e.g., unemployment compensation, for previous six-month period.

Automated System Support for Employment and Training (ASSET): This system is primarily a vehicle for the collection of participant data for purposes of meeting the reporting and data requirements of the Department of Labor. ASSET does not have the capability to capture, or verify, a lot of the information that is required to document participant eligibility and services activities. For this reason, ASSET screens are only a part of the participant record – the balance is included in the hard copy participant case files maintained by case managers and other program provider staff.

Case Notes: Refers to either paper or online statements (ASSET) by the case manager that identifies a participant's status for a specific data element, the date on which the information was obtained, and the case manager who obtained the information.

Photocopying: It is illegal to photocopy records of vital statistics and certain other official documents identified on the list below. Instead, for these documents, use a form showing that program staff verified a specific document. The form should record pertinent data to identify the document, such as the official identification/serial number of the document, the issuing agency/state and date it was issued, the expiration date (if applicable), where the original document is located, and any other relevant information needed to identify and, if necessary, make it possible to locate the document. See **Attachment 1** for a sample Document Verification Form.

It is permissible to photocopy a Social Security card, but do not photocopy the documents listed below (this list is not intended to be all inclusive, and restrictions may exist covering documents in addition to those listed):

birth certificates	divorce/annulment certificates and related records
death certificates	vehicle title
marriage documents	certain Selective Service induction papers
passports	immigration papers
certificates of US citizenship or naturalization	

It is also permissible to photocopy a driver's license. Per regulation s. Trans 102.205, a driver's license may be copied if it is intended to be used for the identification of the person to whom the license has been issued and the copy is not sold or transferred to any third person or the driver license photo is not included in any electronic or paper library of images.

ADULT PROGRAM – Adults must meet General Eligibility Requirements and any Priority of Service criteria in effect in the WDA.

<p>GENERAL ELIGIBILITY REQUIREMENTS</p> <p>Each criterion must be documented.</p> <p>Note: To be eligible to receive core services, adults only need to meet the age requirement.</p>	<p>ACCEPTABLE DOCUMENTATION</p> <p>Only one document from this column per eligibility criterion is required.</p> <p>Note: Documentation should be in the form of a copy of the relevant document. Documents that may not be photocopied are identified with an asterisk (*). For these documents, use a form showing that program staff verified a specific document. See Attachment 1 for a sample Document Verification Form and Attachment 2 for a sample Telephone Verification Form.</p>
<p>Birth Date/Age</p> <p>Applicants must be age 18 or older at the time of participation to participate in the adult program.</p>	<ul style="list-style-type: none"> • Baptismal/church record (if date of birth shown) or hospital record of birth • *Birth certificate • DD-214 (Report of Transfer or Discharge) • Driver's license or picture Identification Card • Federal, State or local government Identification Card • *Passport • School records or ID cards • Selective Service Records • Court records • State/federal Indian census records • Adoption record • Immigration or Naturalization papers • SSN Verification in ASSET

ADULT PROGRAM – Adults must meet General Eligibility Requirements and any Priority of Service criteria in effect in the WDA.

Citizenship OR Eligible to Work

NOTE: Citizenship is not required for WIA eligibility. A customer may present documentation of either citizen status or legal right to work in the United States.

Citizenship documents:

- *U. S. Passport (unexpired or expired)
- *Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- *Certificate of Naturalization (INS Form N-550 or N-570)
- *Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States
- Native American tribal document
- Consular Report of Birth Abroad or Certification of Birth
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

Authorizations to work:

- Unexpired Employment Authorization Document issued by the INS
- U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
- Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688A)
- Unexpired Reentry Permit (INS Form I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- ID Card for use of Resident Citizen in the United States (INS Form I-179)
- One verification source from List A of the I-9 Form OR one verification source from List B AND one verification source from List C of the I-9 Form. See <http://www.uscis.gov/files/form/i-9.pdf> and also see Attachment 3.

ADULT PROGRAM – Adults must meet General Eligibility Requirements and any Priority of Service criteria in effect in the WDA.

Selective Service Registrant

Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with *Section 3* of the Military Selective Service Act.

See TEGL 8-98 for guidance on the eligibility of males over age 26 who did not register -

http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1322

- Acknowledgement Letter
- Form DD-214 (Report of Transfer or Discharge)
- Screen printout from the Selective Service Verification Internet site: www4.sss.gov/regver/verification1.asp
- Selective Service Status Information Letter**
- Selective Service Registration Card
- Selective Service Registration Record (Form 3A)
- Selective Service Verification Form
- Stamped Post Office Receipt of Registration
- For males who did not register – Status Information Letter and written self-statement

** Since January 1995, Selective Service has been issuing “Status Information Letters” in lieu of previous “Advisory Opinion Letter”

Priority of Service – The general WIA eligibility criteria are used unless the WDB has determined that there are limited funds for intensive and training services. When such a determination has been made, the local area may establish criteria to meet the needs of the specific groups within the local area. If this priority of service is in effect in a WDA, Federal laws require that certain groups, including veterans (see WIA Policy Update 04-03), recipients of public assistance and other low-income individuals, be provided services. Priority of service applies to intensive and training services in the adult program. With the exception of veterans, it is not necessary to determine that an adult is eligible in accordance with the priority system until it is determined that the individual is in need of intensive services, and, then, only if there is a priority system in effect locally.

Public assistance recipient

See page 18 of this guide for acceptable documentation.

Low income individual (as defined in local policy)

See pages 16-17 of this guide for documenting family size and income.

Veteran (see DWD Veteran Program Letter 01-05)

DD-214 (Report of Transfer or Discharge). This form can be obtained through the county veterans’ service officer or the Wisconsin Dept. of Veteran Affairs with the written consent of the veteran. Local Veterans Employment Representative may assist in obtaining this documentation. Also see http://dva.state.wi.us/Webforms/WDVA_1045_Request_for_Military_Separation_Records.pdf

Local policy as determined by the local WDB

As appropriate depending on the criteria.

DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Requirements, State Eligibility Requirements and Federal Eligibility Requirements

GENERAL ELIGIBILITY CRITERIA

Each criterion must be documented.

Note: To be eligible to receive **core** services, dislocated workers only need to meet the definition of “dislocated worker”.

ACCEPTABLE DOCUMENTATION

Only one document from this column per eligibility criterion is required.

Note: Documentation should be in the form of a copy of the relevant document. Documents that may not be photocopied are identified with an asterisk (*). For these documents, use a form showing that staff verified a specific document. See **Attachment 1** for a sample Document Verification Form and **Attachment 2** for a sample Telephone Verification Form.

U.S. Citizenship OR Eligible to Work

NOTE: Citizenship is not required for WIA eligibility. A customer may present documentation of either citizen status or legal right to work in the United States.

Citizenship documents:

- *U. S. Passport (unexpired or expired)
- *Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- *Certificate of Naturalization (INS Form N-550 or N-570)
- *Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the U.S.
- Native American tribal document
- Consular Report of Birth Abroad or Certification of Birth
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

Authorizations to work:

- Unexpired Employment Authorization Document issued by the INS
- U.S. social security card issued by the Social Security Administration (other than card stating not valid for employment)
- Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Alien Registration Receipt Card with photo (INS Forms I-151/I-551)
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688A)
- Unexpired Reentry Permit (INS Form 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)

One verification source from List A of the I-9 Form OR one verification source from List B AND one verification source from List C of the I-9 Form. See <http://www.uscis.gov/files/form/i-9.pdf> and also see Attachment 3.

DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Requirements, State Eligibility Requirements and Federal Eligibility Requirements

<p>Selective Service Registrant Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with Section 3 of the Military Selective Service Act.</p> <p>See TEGL 8-98 for guidance on eligibility of males over age 26 who did not register - http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1322</p>	<ul style="list-style-type: none"> • Acknowledgement Letter • Form DD-214 (Report of Transfer or Discharge) • Screen printout from the Selective Service Verification Internet site: www4.sss.gov/regver/verification1.asp • Selective Service Status Information Letter** • Selective Service Registration Card • Selective Service Registration Record (Form 3A) • Selective Service Verification Form • Stamped Post Office Receipt of Registration • For males who did not register – Status Information Letter <u>and</u> written self-statement <p>** Since January 1995, Selective Service has been issuing “Status Information Letters” in lieu of previous “Advisory Opinion Letter”</p>
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STATE DISLOCATED WORKER ELIGIBILITY CRITERIA – Must meet all 3 criteria

<p>1. Dislocated from employment within the last five years; and</p>	<ul style="list-style-type: none"> • Worker Adjustment and Retraining Notification Act (WARN) notice • Media article or announcement describing the layoff; must include name of medium in which published and date of publication • Employer or union representative letter or statement • Applicant statement
<p>2. Either previous work history of two years if age 22 or older; previous work history of four years if age 21 or younger or a dislocation that is a result of a permanent plant or facility closing or substantial layoff regardless of work history; and,</p>	<p><u>Work History</u></p> <ul style="list-style-type: none"> • Pay check stubs • W-2 and/or tax returns • Unemployment insurance records • Statement by the employer or union representative • Statement by an Unemployment Insurance representative • Applicant statement <p><u>Closure or substantial layoff</u></p> <ul style="list-style-type: none"> • Bankruptcy documents (Chapter 7, Title 11 U.S.C.). Foreclosure notice or similar document provided by financial institution if it clearly shows that closure or mass layoff will occur due to its issuance • Media article/announcement describing closure/mass layoff, which includes name of the medium and date of publication • Statement/list from the employer or union representative • WARN notice provided by the employer or authorized representative • Telephone verification • Applicant statement

DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Requirements, State Eligibility Requirements and Federal Eligibility Requirements

STATE DISLOCATED WORKER ELIGIBILITY CRITERIA – Must meet all 3 criteria

<p>3. No specific recall date from employer</p>	<ul style="list-style-type: none"> • WARN notice provided by the employer or authorized representative • Media article or public notice describing the layoff. It must include the name of the medium in which published and the date of publication • Employer or union representative letter or statement • Applicant statement
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FEDERAL DISLOCATED WORKER CRITERIA – must meet 1 of the 5 criteria

Criteria 1 – Recently Dislocated

<p>Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; <u>and</u></p>	<ul style="list-style-type: none"> • WARN notice • Media article or announcement describing the layoff. It must include the name of the medium in which published and the date of publication • Employer or union representative letter or statement • Applicant statement
<p>Is eligible for or has exhausted entitlement to UI, <u>or</u></p>	<ul style="list-style-type: none"> • Unemployment Insurance records • Statement by an Unemployment Insurance representative • Roster (ROST) screen print from UI Profiling if referred by Worker Profiling and Reemployment Services (WPRS) • Documentation of information from CMDR
<p>Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for UI due to insufficient earnings or having performed services for an employer not covered under a State UI law; <u>and</u></p>	<ul style="list-style-type: none"> • Pay check stubs • W-2 and/or tax returns • Unemployment Insurance records • Statement by the employer or union representative • Statement by an Unemployment Insurance representative • Applicant statement

DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Requirements, State Eligibility Requirements and Federal Eligibility Requirements

Is unlikely to return to a previous industry or occupation.

- Notice of UI profiling session
- Record of unsuccessful job search
- Internet site that indicates lack of industry/occupation availability
- Screen print of Labor Market Information that indicates lack of industry/occupation availability
- Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- DVR counselor's statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- Applicant statement

FEDERAL DISLOCATED WORKER CRITERIA – must meet 1 of the 5 criteria

Criteria 2 – Plant Closure/Substantial Layoff

Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;

Closure or substantial layoff:

- Bankruptcy documents (Chapter 7, Title 11 U.S.C.). Notice of foreclosure or a similar document provided by a financial institution if it clearly shows that a closure or mass layoff will occur as a result of its issuance
- Media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication
- Statement/list from the employer or union representative
- WARN notice provided by the employer or authorized representative
- Telephone verification
- Applicant statement

Notice of Layoff or Laid-off:

- WARN notice
- Other specific notice to employee of intent to lay-off
- Employer or union representative letter or statement
- Telephone verification
- Applicant statement

DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Requirements, State Eligibility Requirements and Federal Eligibility Requirements

FEDERAL DISLOCATED WORKER CRITERIA – must meet 1 of the 5 criteria

Criteria 3 – Plant Closure/Substantial Layoff

Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or For purposes of eligibility to receive core services only, is employed at a facility at which the employer has made a general announcement that such facility will close.

- Bankruptcy documents, if declared under *Chapter 7*, Title 11, U.S.C.
- Notice of foreclosure or a similar document provided by financial institution; document must clearly show that a closure or mass layoff will occur as a result of its issuance
- Media article/announcement describing closure/mass layoff; it must include name of medium in which published and date of publication
- Statement/phone verification from the employer or union representative
- Statement from the employer’s bank official, attorney, supplier, accountant, or another knowledgeable individual
- WARN Notice
- Applicant statement

Criteria 4 – Self-employed

Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

- Bankruptcy documents listing both name of business and applicant
- Bank records indicating outstanding loans or inability to obtain loans
- Copy of completed federal income tax return (Schedule SE) for most recent tax year
- Notice of foreclosure or intent to foreclose
- Media article/announcement describing closure which includes name of medium in which published and publication date
- Articles of incorporation for the business listing the applicant as a principal
- Applicant statement

DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Requirements, State Eligibility Requirements and Federal Eligibility Requirements

Criteria 5 – Displaced Homemaker*

An individual who has been providing unpaid services to family members in the home and who:

- a. has been dependent on the income of another family member but is no longer supported by that income; and
- b. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

NOTE: for purposes of b. above, underemployed means a worker is either: (1) working full-time and has an earned income, which if annualized, would be equal to or below self-sufficiency; or (2) working part-time and seeking full-time work. (Self-sufficiency is defined by the WDB in its WIA Plan).

- Pay stubs or records
- Court records
- Divorce papers
- Bank records
- Notice of eligibility and benefits from public assistance agency
- Spouse's layoff notice
- Spouse's disability check
- Spouse's death notice
- Employer verification
- Verification of job search
- Applicant statement

YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.

<p>General Eligibility Criteria Each criterion must be documented.</p>	<p>Acceptable Documentation Only one document from this column per eligibility criterion is required. Note: Documentation should be in the form of a copy of the relevant document. Documents that may not be photocopied are identified with an asterisk (*). For these documents, use of a form showing that program staff verified a specific document is acceptable. See Attachment 1 for a sample Document Verification Form and Attachment 2 for a sample Telephone Verification Form.</p>
<p>Birth Date/Age</p> <p>Applicants must be age 14 - 21 at the time of participation to be eligible to participate in the youth program.</p> <p>NOTE: If the youth turns age 22 prior to the date of first youth service (service other than design framework) they must be served in the Adult program.</p>	<ul style="list-style-type: none"> • Baptismal/church record or hospital record of birth • *Birth Certificate • DD-214 Form (Report of Transfer or Discharge) • Driver's license or picture Identification Card • Federal, State or Local Government Issued Identification Card • *Passport • School records or ID card • Selective Service records • Court records • Work permit • State/federal Indian census records • Adoption record • Immigration or Naturalization papers • SSN verification in ASSET

YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.

U.S. Citizenship/ U.S. Work Authorization

NOTE: Citizenship is not required for WIA eligibility. A customer may present documentation of either citizen status or legal right to work in the United States.

Citizenship documents:

- *U. S. Passport (unexpired or expired)
- *Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- *Certificate of Naturalization (INS Form N-550 or N-570)
- *Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the U.S.
- Native American tribal document
- Consular Report of Birth Abroad or Certification of Birth
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

Authorizations to work:

- Unexpired Employment Authorization Document issued by the INS
- U.S. social security card issued by the Social Security Administration (other than card stating not valid for employment)
- Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Alien Registration Receipt Card with photo (INS Forms I-151/I-551)
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688A)
- Unexpired Reentry Permit (INS Form 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)

One verification source from List A of the I-9 Form OR one verification source from List B AND one verification source from List C of the I-9 Form. See <http://www.uscis.gov/files/form/i-9.pdf> and also see Attachment 3.

YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.

Selective Service Registrant

Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with Section 3 of the Military Selective Service Act.

A male who turns 18 during WIA participation must submit evidence that he has complied with the Military Selective Service Act.

- Acknowledgement Letter
- Form DD-214 (Report of Transfer or Discharge)
- Screen printout from the Selective Service Verification Internet site: www4.sss.gov/regver/verification1.asp
- Selective Service Status Information Letter**
- Selective Service Registration Card
- Selective Service Registration Record (Form 3A)
- Selective Service Verification Form
- Stamped Post Office Receipt of Registration

** Since January 1995, Selective Service has been issuing “Status Information Letters” in lieu of previous “Advisory Opinion Letter”

YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.

Economic Eligibility

95% of all youth served must be low-income individuals (those not low income must meet the eligibility requirements for the 5% window). “Low-income individual” includes:

1. Family income at or below the Federal Poverty Limit (FPL) or 70% of the Lower Living Income Standard (LLSIL). Annual family household income may be determined by multiplying by two the income 6 months prior to application. Note: these rates are updated annually.
2. Recipient or member of a family that receives cash payments under a Federal, State or local income-based public assistance program
3. Member of a household that receives or has been determined within the 6 months prior to application to be eligible to receive food stamps
4. Foster child on behalf of whom state or local government payments are made
5. Homeless/runaway
6. An individual with a disability whose own income meets low-income requirements but who is a member of a family that does not meet those requirements.

Barriers/Characteristics

All youth must possess at least one of the following barriers:

1. Deficient in basic literacy skills
2. School dropout
3. Homeless, runaway or foster child
4. Pregnant or parenting
5. Offender
6. Requires additional assistance to complete an educational program, or secure and hold employment (as defined by the local WDB)

Economic Eligibility Criteria

Only one Economic Eligibility criterion in this column needs to be documented.

Acceptable Documentation

Only one document from this column per eligibility criterion is required. Note: Documentation should be a copy of relevant document; a form showing that staff verified a specific document is also acceptable.

Family Income At or Below the Current Federal Poverty Level or 70% of the Lower Living Standard Income Level (LLSIL)

Documentation should be provided for each applicable includable income source received by the applicant and each family member for the six-month income period immediately preceding the determination date (see page 17 for the definition of family/family member). The 6-month income is doubled to arrive at the annualized family income.

- Accountant statement
- Alimony agreement
- Award letter from Veterans Administration
- Bank statements (Direct Deposit)
- Court Award Letter/Decree of Court
- Earnings report or statement from employer (including business name, contact person and telephone number)
- Farm or business financial records

YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.

Low Income

- continued

An applicant who claims no income must submit a statement that no income was received during the past six months; that he or she was **unemployed** for that period; and was supported by donations/contributions from relatives and friends.

See **Attachment 4** for a list of includable and excludable income.

- Dated check stubs
- Pension statement
- Quarterly Estimated Tax for Self-employed Persons (Schedule C)
- Social Security Benefits records
- Unemployment Insurance documents and/or printout
- Compensation Award letter
- Lease or landlord statement
- Housing Authority verification
- Most recent tax return supported by IRS documents
- Notice of eligibility and benefits from public assistance agency
- Applicant statement

Family Size for Purposes of Calculating Family Income

Family: Two or more persons related by blood, marriage or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- Husband, wife and dependent children.
- Parent or guardian and dependent children.
- Husband and wife.

It is necessary to verify family size when utilizing family income eligibility. In addition to documentation of family size, additional documentation may be required to establish that the family is living in a single residence.

Persons ordinarily included in the definition of family, but claiming to be no longer dependent, must attest to their individual status. If possible, the head of household in which that person resides should corroborate such statement. Individual must also show source of support.

- Birth*/baptismal certificates or church/hospital records
- *Divorce decree
- Social Security cards
- *Alien Registration cards
- Medical card
- Lease
- Landlord statement
- Public assistance/human service agency verification
- Applicant statement

YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.

<p>Temporary Assistance for Needy Families (TANF)*</p>	<ul style="list-style-type: none"> • Notice of eligibility and benefits from public assistance agency • Copy of check • Signed statement or telephone verification from Human Services Agency • Documentation of information from CMDR
<p>Other Public Assistance* (General Assistance (GA), Refugee Cash Assistance (RCA), Supplemental Security Income (SSI))</p> <p><i>General Assistance:</i> A cash assistance program operated by county agencies in a number of Wisconsin counties.</p> <p><i>Refugee Cash Assistance:</i> Welfare and medical assistance provided to financially needy, recently arrived refugees and asylees who are ineligible for other programs.</p> <p><i>Supplemental Security Income:</i> A needs-based program for people whose Social Security benefit (either retirement or disability) is low.</p>	<ul style="list-style-type: none"> • Notice of eligibility and benefits from public assistance agency • Copy of check/voucher • Signed statement or telephone verification from Human Services Agency
<p>Food Stamps Applicant is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.).</p>	<ul style="list-style-type: none"> • Current authorization to obtain Food Stamps • Food Stamp receipt • Statement/telephone verification from Food Stamp or W-2 Office • Documentation of information from “Check My Benefits” tool (must be obtained by participant). See https://access.wisconsin.gov/access/
<p>Foster Child* Must be a foster child (at the time of participation) for which State or local government payments are made on his/her behalf.</p>	<ul style="list-style-type: none"> • Court records/documentation • Medical card • Verification of payments made on behalf of the child • Written statement or telephone verification from cognizant agency • Case notes

YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.

<p>Homeless/Runaway* <u>Homeless.</u> Individual who lacks a fixed, regular and adequate nighttime residence, and who has a primary nighttime residence that is:</p> <ol style="list-style-type: none"> 1. A supervised publicly/privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for mentally ill); or 2. An institution that provides a temporary residence for individuals intended to be institutionalized; or 3. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. <p><u>Run-Away Youth.</u> A person under age 18 who absents himself or herself from home or a place of legal residence without the permission of parents or a legal guardian.</p>	<ul style="list-style-type: none"> • Statement or telephone verification from a Social Service Agency • Statement or telephone verification from an individual providing temporary residence • Statement or telephone verification from shelter • WIA registration form (signed and dated) • Applicant statement
<p>Individuals With Disabilities</p> <p>An individual with a disability shall be considered a family of one for eligibility purposes. The applicant's disability must constitute or result in a substantial barrier to employment.</p> <p>Note: Disability status is only used in determining a family of one for income purposes. The youth must still have a barrier.</p>	<ul style="list-style-type: none"> • Letter from Drug or Alcohol Rehabilitation Agency • Medical records • Physician, Psychiatrist or Psychologist diagnosis/statement • Rehabilitation evaluation • School records • Sheltered Workshop certification • Social Security Administration Disability records • Social Service records/referral • Veterans Administration letter/records • Vocational Rehabilitation letter/statement • Worker's Compensation records/statement • Applicant statement • Case notes regarding observable condition
<p>Basic Literacy Skills Deficient*</p> <p>Reading or computing at or below an 8th grade level (i.e., score of 8.9 or below)</p>	<ul style="list-style-type: none"> • Standardized assessment test (dated and scored) • School records • Case notes

YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.

<p>School Dropout An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent</p>	<ul style="list-style-type: none"> • School statement/records • Applicant statement
<p>Pregnant or Parenting* An individual under age 22 who is pregnant, or a youth who is providing custodial care for one or more dependents under age 18.</p>	<ul style="list-style-type: none"> • Child’s birth certificate*, hospital record of birth, baptismal record • Medical card • Statement from physician • Statement from school program for pregnant youth • School records • Written statement or phone verification from Social Services Agency • Applicant statement • Case notes regarding observable condition
<p>Offender* Any individual who is, or has been, subject to any stage of the criminal justice process or who requires assistance in overcoming artificial barriers to employment from a record of arrest or convictions, including misdemeanors.</p>	<ul style="list-style-type: none"> • Documentation from juvenile or adult criminal justice system • Court records • Letter of Parole • Police records • Statement from Halfway House • Statement from Probation Officer • Newspaper (must include dates and name of publication) • WIA registration form (signed and dated) • Applicant statement
<p>Requires Additional Assistance to Complete an Educational Program, or to Secure and Hold Employment* Note: This criterion is locally defined by the WDB (the 6th eligibility criterion)</p>	<p>Documentation as appropriate to verify criteria used, such as:</p> <ul style="list-style-type: none"> • Individual Service Strategy (ISS) • Test results • Case notes • WIA registration form (signed and dated) • Applicant statement

YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.

5% Exception Youth who are not low income may be eligible to receive WIA services if they are in one or more of the following categories. Youth qualifying under the 5% exception may number no more than 5% of the total active participants at any given time in the WDA. (Only one criterion in this column need be verified).	Acceptable Documentation (Only one document from this column per eligibility criterion is required)
School Dropout	See page 20
Basic Literacy Skills Deficient	See page 19
Individuals with Educational Attainment that is One or More Grade Levels Below the Grade Level Appropriate to the Age of the Individuals	<ul style="list-style-type: none"> • Telephone verification from the school • Statement from school • Report Card • School records
Pregnant or Parenting	See page 20
Individuals with Disabilities	See page 19
Homeless or Runaway	See page 19
Offender	See page 20
Other Eligible Youth who Face Serious Barriers to Employment as Identified by the Local Board Note: This criterion is locally defined by the WDB	Documentation as appropriate to verify criteria used, such as: <ul style="list-style-type: none"> • ISS • Test results • Case notes • WIA registration form (signed and dated) • Applicant statement

Document Verification Form

The purpose of this form is to record that the following documents were examined to verify eligibility.

(Check next to item examined. For each document examined show document date, reference number, issuer, and source, as applicable)

Participant Name	Social Security Number
1. Date of Birth	Verified By: <input type="checkbox"/> Birth Certificate* <input type="checkbox"/> Driver's License (must include expiration date) <input type="checkbox"/> ID Card <input type="checkbox"/> SSN verification documented in ASSET <input type="checkbox"/> Other (describe):
2. Residence	Verified By: <input type="checkbox"/> Driver's License (must include expiration date) <input type="checkbox"/> ID Card <input type="checkbox"/> Letter/document addressed to applicant <input type="checkbox"/> Other (describe):
3. Eligible to Work in United States: <input type="checkbox"/> Yes <input type="checkbox"/> No	Verified By: <input type="checkbox"/> Driver's License (must have a state license number and expiration date, and must be used in addition to SSN Card) <input type="checkbox"/> Social Security Card (must be used in addition to a Driver's License) <input type="checkbox"/> Birth Certificate* <input type="checkbox"/> Citizenship Record* <input type="checkbox"/> Passport* <input type="checkbox"/> Immigrant/Resident Alien Card*
4. Social Security Number:	Verified By: <input type="checkbox"/> Social Security Card <input type="checkbox"/> Tax Form <input type="checkbox"/> Pay Check Stub <input type="checkbox"/> SSN verification documented in ASSET <input type="checkbox"/> Other (describe):
5. Selective Service Number:	Verified By: <input type="checkbox"/> Internet (www.sss.gov) <input type="checkbox"/> Telephone (847) 688-6888 <input type="checkbox"/> Card
6. Veteran Status:	Verified By: <input type="checkbox"/> DD-214 (issued when exiting military service) <input type="checkbox"/> Eligibility card for VA benefits <input type="checkbox"/> Other (describe):
Documents examined by:	Date:

*Items that cannot be photocopied

Telephone Verification Form

Identifying Information	
Applicant's Name	Social Security Number
Eligibility Verification by Telephone	
Name and/or Number of Document	
Eligibility Items to be Verified	
Information Verified	
Agency Providing Verification	
Agent Verifying Eligibility Item	
Date and Time of Verification	
Area Code and Telephone Number of Agency Providing Verification	

I attest that the information recorded by me on this document was obtained through telephone contact on the above date. As indicated by the agent, all information was obtained from data previously determined and recorded in the applicant's records at the agency providing the eligibility verification.

Agent's Signature

Date Signed

Lists of Acceptable Documents Used for INS Form I-9 to Determine Identity and Employment Eligibility

List A
Documents that establish both identity and employment eligibility

1. US Passport (unexpired or expired)
2. Certificate of US Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport with I-551 stamp or attached form INS I-94 indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization issued by INS which contains a photograph (INS Form I-688B)

List B
Documents that establish identity

1. Driver's license or ID card issued by a state or US territory that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.
2. ID card issued by federal, state or local government agency that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.
3. School ID Card with photograph.
4. Voter Registration Card
5. US Military Card or draft record
6. Military Dependent's ID Card
7. US Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care record

List C
Documents that establish employment eligibility

1. US Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the US bearing an official seal
4. Native American tribal document
5. US Citizen ID Card (INS Form I-197)
6. ID Card for use of resident Citizen in the United States (INS Form I-179)

Inclusions and Exclusions for Determining Family Income

Included in Family Income

- Any monetary compensation for services, including wages, tips, salary, commissions, or fees before any deductions
- Net receipts from nonfarm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense)
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses)
- Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends
- Alimony (excludes one-time property settlements)
- Military family allotments (voluntary/automatic deduction from military member's pay check which is sent home to family members)
- Financial assistance from outside of the household – regular payments received from non-household members or absent family members (excludes gifts or sporadic assistance)
- Pensions, whether private or government employee (including military retirement pay)
- Regular insurance or annuity payments
- College or university scholarships (not needs-based), grants (excluding Pell grants), fellowships, and assistantships
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts
- Net gambling or lottery winnings
- Social Security Disability Insurance (SSDI) payments
- Terminal leave pay, severance pay or a cash out of accrued vacation leave
- Disaster Relief Employment wages
- On-the-Job Training (OJT) wages

Not Included in Family Income

- Unemployment compensation
- Strike benefits received from union funds
- Needs-based scholarship assistance
- Financial assistance under Title IV of the Higher Education Act (i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study)
- Child support payments
- Cash welfare payments under a Federal, State or local income based public assistance program (e.g., Temporary Assistance to Needy Families (TANF), Supplemental Security Income (SSI), Refugee Cash Assistance (RCA), General Assistance (GA), Emergency Assistance), and non-federally funded general assistance or general relief money payments)
- Social Security Old Age and Survivors' Insurance (OASI) benefit payments received under Section 202 of the Social Security Act
- Foster child care payments
- Non-cash benefits such as employer-paid or union-paid fringe benefits, food or housing received in lieu of wages
- Medicare, Medicaid, food stamps, school meals, and housing assistance
- Any assets drawn down as withdrawals from a bank; sale of a home, property or car
- Capital gains
- Income earned while on active military duty and certain other veterans' benefits (i.e., compensation for service-connected disability, family compensation for service-connected death, vocational rehabilitation, and educational assistance)
- Allowances received while serving on active duty (cost of living, overseas cost of living, clothing, dislocation, housing, overseas housing, travel, per diem, and subsistence)
- Tax refunds, gifts, loans, IRA withdrawals, lump-sum inheritances, one-time insurance payments, or compensation for injury
- Allowances, earnings and payments to individuals participating in WIA programs (except On-the Job Training wages)
- Job Corps payments
- Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparents Program, Retired Senior Volunteer Program, and the Americorps Program
- National Flood Insurance payments
- The value of food and fuel produced and consumed on farms
- The imputed value of rent from owner occupied non-farm or farm housing
- Black Lung payments received under the Benefits Reform Act of 1977

Note: When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIA eligibility determination.