

## List of Youth Eligibility Documentation and Verification

<b>YOUTH – WIA Eligibility Documentation and Verification</b>	
<p><b>GENERAL ELIGIBILITY CRITERIA</b> (Verify <u>each</u> criterion unless specified otherwise)</p> <p>The general eligibility criteria for youth are the same as for adults and dislocated workers: Birth Date/Age; INS U.S. Work Authorization and Selective Service Registration.</p>	<p><b>ACCEPTABLE DOCUMENTATION</b> (Only <u>one</u> document from this column per eligibility criterion is required)</p> <p>Reference WIB Policy #2008-3 Adult/Dislocated Worker General Eligibility for a list of acceptable documentation. <a href="https://www.onestopmonterey.org/gsipub/index.asp?docid=591">https://www.onestopmonterey.org/gsipub/index.asp?docid=591</a></p>
<p><b>ECONOMIC ELIGIBILITY CRITERIA</b> (Only <u>one</u> Economic Eligibility criterion in the left column need be verified)</p> <p><b>CASH PUBLIC ASSISTANCE</b> Note: The applicant receives or is a member of a family that receives cash payments under a federal, state, or local income-based public assistance program.</p> <p><b>FAMILY INCOME</b> Note: Documentation should be provided for each applicable inclusive income source received by the applicant and each family member for the six-month income period immediately preceding the determination date. It is necessary to verify family size when utilizing family income eligibility. An applicant who claims little or no income must submit a statement that little or no income was received during the past six months, and that he/she was not employed for that period.</p>	<p><b>ACCEPTABLE DOCUMENTATION</b> (Only <u>one</u> document from this column per eligibility criterion is required)</p> <ul style="list-style-type: none"> <li>■ Authorization to Receive Cash Public Assistance</li> <li>■ Public Assistance Check</li> <li>■ Public Assistance ID Card Showing Cash Grant Status</li> <li>■ Public Assistance Records/Printout</li> <li>■ Refugee Assistance Records/Printout</li> <li>■ Signed Statement from Health &amp; Welfare</li> <li>■ Telephone Verification</li> <li>■ Accountant Statement</li> <li>■ Alimony Agreement</li> <li>■ Award Letter from Veterans Administration</li> <li>■ Bank Statements (Direct Deposit)</li> <li>■ Compensation Award Letter</li> <li>■ Court Award Letter</li> <li>■ Employer Statement</li> <li>■ Farm or Business Financial Records</li> <li>■ Housing Authority Verification</li> <li>■ Pay Stubs</li> <li>■ Pension Statement</li> <li>■ Public Assistance Records</li> <li>■ Applicant Statement</li> <li>■ Qtrly Estimated Tax-Self-employed Persons (Sched C)</li> <li>■ Social Security Benefits Records</li> <li>■ Telephone Verification with Employer</li> <li>■ Unemployment Insurance Documents and/or Printout</li> </ul>
<p><b>GENERAL ELIGIBILITY CRITERIA</b> (Verify <u>each</u> criterion unless specified otherwise)</p> <p><b>FAMILY SIZE/INDIVIDUAL STATUS</b> <b>Note:</b> In addition to documentation of family size, additional documentation may require 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. The head of household in which that person resides, if possible, should corroborate such statement. Individual must also show source of support. <b>Note:</b> A social security card is invalid if not signed by the number holder unless health or age prevent signature.</p>	<p><b>ACCEPTABLE DOCUMENTATION</b> (Only <u>one</u> document from this column per eligibility criterion is required)</p> <ul style="list-style-type: none"> <li>■ Lease</li> <li>■ Telephone Verification</li> <li>■ Birth/Baptismal Certificates or Hospital Records of Birth</li> <li>■ Decree of Court</li> <li>■ Divorce Decree</li> <li>■ Social Security Cards</li> <li>■ Alien Registration Cards</li> <li>■ Landlord Statement</li> <li>■ Marriage Certificate</li> <li>■ Medical Card</li> <li>■ Public Assistance/Social Service Agency Records</li> <li>■ Written Statement from a 24 Hour Care Facility or Institution (e.g. Mental, Prison)</li> <li>■ Most Recent Tax Return Supported by IRS Documents</li> <li>■ Applicant Statement</li> </ul>

**YOUTH – WIA Eligibility Documentation and Verification, *Continued...*****GENERAL ELIGIBILITY CRITERIA****(Verify each criterion unless specified otherwise)****FOOD STAMPS**

Note: The documentation listed must show that the 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.).

**FOSTER CHILD**

Note: Must be a foster child for which State or local government payments are made on his/her behalf.

**HOMELESS****ACCEPTABLE DOCUMENTATION****(Only one document from this column per eligibility criterion is required)**

- Authorization to Obtain Food Stamps
- Food Stamp Card with Current Date
- Food Stamp Receipt
- Postmarked Food Stamp Mailer with Applicable Name and Address
- Statement from County Welfare Office
- Public Assistance Records/Printout
- Telephone Verification with County Welfare Office
- Court Records/Documentation
- County Welfare Office Records/Statement
- Medical Card
- Telephone Verification
- Verification of Payments Made on Behalf of the Child
- Written Statement from Cognizant Agency
- Applicant Statement
- Statement from a Social Service Agency
- Statement from an Individual Providing Temporary Residence
- Statement from Shelter
- Telephone Verification

**GENERAL ELIGIBILITY CRITERIA****(Verify each criterion unless specified otherwise)****INDIVIDUALS WITH DISABILITIES**

Note: Disability status as well as income must be verified. The applicant's disability must constitute or result in a substantial barrier to employment.

An individual with a disability shall be considered a family of one for eligibility purposes.

**ACCEPTABLE DOCUMENTATION****(Only one document from this column per eligibility criterion is required)**

- Letter from Drug or Alcohol Rehabilitation Agency
- Medical Records
- Observable Condition
- Physician's Statement
- Psychiatrist or Psychologist Diagnosis/Statement
- Rehabilitation Evaluation
- School Official Statement
- Sheltered Workshop Certification
- Social Security Administration Disability Records
- Social Service Records/Referral
- Veterans Administration Letter/Records
- Vocational Rehabilitation Letter/Statement
- Workers Compensation Records/Statement
- Telephone Verification
- Applicant Statement

**ADDITIONAL REQUIREMENTS****(Only one eligibility criterion in the left column need be verified)****BASIC LITERACY SKILLS DEFICIENT****SCHOOL DROPOUT****HOMELESS OR RUNAWAY****ACCEPTABLE DOCUMENTATION****(Only one document from this column per eligibility criterion is required)**

- Locally defined, may include:
  - Standardized Test
  - School Records
  - School Statement/Records
  - Applicant Statement
  - Applicant Statement
  - Statement from a Social Service Agency
  - Statement from an Individual Providing Temporary Residence
  - Statement from Shelter
  - Telephone Verification

