

WORKFORCE INNOVATION AND OPPORTUNITY ACT
ELIGIBILITY & DOCUMENTATION VERIFICATION FORM

Client First and Last name:	Date of Birth:	Last 4 of SS#:
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ELIGIBLE FOR THE FOLLOWING GRANTS: WIOA Title I Adult WIOA Title I Dislocated Worker

To receive WIOA Title I services, individuals must meet the eligibility and work authorization criteria below. Supporting documentation for each section must be maintained in the participant case file.

<p>SECTION A – Date of Birth (Age) (One or more documents verified and retained from this section is required)</p> <p>Baptismal Record..... <input type="checkbox"/></p> <p>Birth Certificate..... <input type="checkbox"/></p> <p>DD-214..... <input type="checkbox"/></p> <p>Report or Transfer or Discharge..... <input type="checkbox"/></p> <p>Driver’s License..... <input type="checkbox"/></p> <p>Federal, State, or local ID..... <input type="checkbox"/></p> <p>Passport..... <input type="checkbox"/></p> <p>Hospital Record of Birth..... <input type="checkbox"/></p> <p>Public Assistance/Social Services Records..... <input type="checkbox"/></p> <p>School Records or ID card..... <input type="checkbox"/></p> <p>Cross Match with Vital statistics..... <input type="checkbox"/></p> <p>Tribal records..... <input type="checkbox"/></p> <p>SECTION B – Adult Eligibility – Income Criteria & Priority of Service (Applicable documents verified and retained from this section is required)</p> <p><i>Priority of Service, select from the following four categories:</i></p> <p>1. Veteran and/or Eligible Spouse..... <input type="checkbox"/></p> <p>2. Recipient of Public Assistance..... <input type="checkbox"/></p> <p>3. Low Income (See LLSIL guidance below)..... <input type="checkbox"/></p> <p>4. Basic Skills Deficient..... <input type="checkbox"/></p> <p>For Low Income criteria determination, reference the WDB’s latest LLSIL guidance online: www.montereycountywdb.org/policies/policies/</p> <p>SECTION G – U.S. Work Authorization – List of Acceptable Documents (unexpired) (Verification and retention of documents that satisfies List A or a combination of List B AND List C is required. Form I-9 is required)</p> <p align="center"><i>Indicate one or more viewing documents from List A or one document from both List B and List C</i></p> <p>List A – Verify document that establishes both identity and employment authorization:</p> <p>1. U.S. Passport or U.S. Passport Card..... <input type="checkbox"/></p> <p>2. Permanent Resident or Alien Reg Card (Form I-551)..... <input type="checkbox"/></p> <p>3. Foreign Passport w/I-551 stamp or temp notation..... <input type="checkbox"/></p> <p>4. Employment Authorization Doc w/photo (Form I-766)... <input type="checkbox"/></p> <p>5. For nonimmigrant alien authorized to work:..... <input type="checkbox"/></p> <p> a) Foreign passport; and Form I-94 or Form I-94A that has the following: (1) same name as passport; and (2) endorsement of the alien’s nonimmigrant status.</p> <p>6. Passport from the Federated States of..... <input type="checkbox"/></p> <p> Micronesia or the Republic of the Marshall Islands.</p> <p>List C – Verify document that establishes employment authorization:</p> <p>1. U.S. Social Security Card..... <input type="checkbox"/></p> <p>2. Certificate of Birth Abroad..... <input type="checkbox"/></p> <p>3. Original or certified copy of a birth certificate..... <input type="checkbox"/></p> <p>4. Native American Tribal document..... <input type="checkbox"/></p> <p>5. U.S. Citizen ID Card (Form I-197)..... <input type="checkbox"/></p> <p>6. ID card for use of a Resident Citizen of the U.S..... <input type="checkbox"/></p> <p>7. Employment authorization document issued by..... <input type="checkbox"/></p> <p> the Department of Homeland Security.</p>	<p>SECTION C – Dislocated Worker Eligibility (One or more documents verified and retained from this section is required)</p> <p>Verification of Employer..... <input type="checkbox"/></p> <p>Rapid Response List..... <input type="checkbox"/></p> <p>Notice of Layoff..... <input type="checkbox"/></p> <p>Public Announcement w/follow-up cross match w/UI..... <input type="checkbox"/></p> <p>Applicant Statement..... <input type="checkbox"/></p> <p>SECTION D – Selective Services (One or more documents verified and retained from this section is required)</p> <p>Acknowledgement letter..... <input type="checkbox"/></p> <p>Department of Defense Form (DD 214)..... <input type="checkbox"/></p> <p>Selective Service Online Verification..... <input type="checkbox"/></p> <p>Selective Service Status Information Letter..... <input type="checkbox"/></p> <p>Selective Service Registration Card..... <input type="checkbox"/></p> <p>Selective Service Registration Record (Form 3A)..... <input type="checkbox"/></p> <p>Selective Service Verification Form..... <input type="checkbox"/></p> <p>Stamped Post Office Receipt of Registration..... <input type="checkbox"/></p> <p>Other (see case notes)..... <input type="checkbox"/></p> <p>SECTION E – Veteran’s Status (One or more documents verified and retained from this section is required)</p> <p>Department of Defense Form (DD 214)..... <input type="checkbox"/></p> <p>Veteran’s Administration Letter or Record..... <input type="checkbox"/></p> <p>SECTION F – EEO/Grievance Information Provided (Providing this info to customers via handout is required, and to be signed)</p> <p>Anti-Discrimination/EEO Rights info provided/signed..... <input type="checkbox"/></p> <p>Grievance Procedures info provided/signed..... <input type="checkbox"/></p> <p>For persons under age 18 who are unable to present a document listed above:</p> <p>10. School record or report card..... <input type="checkbox"/></p> <p>11. Clinic, doctor, or hospital record..... <input type="checkbox"/></p> <p>12. Day-care or nursery school record..... <input type="checkbox"/></p> <p>For additional information related to U.S. Work Authorization to satisfy documentation on Form I-9 visit: www.uscis.gov</p>
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VERIFYING STAFF SIGNATURE: _____

DATE: _____