**rev 11.30.22**

***Must be a resident of the following Region 6 counties-can be checked in MACC system-My Profile screen: Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, or Upshur***

**\*\*\*\*\*\*\*Need to provide at least one item from each eligibility/element requirement if it applies**

**WIOA ELIGIBILITY REQUIREMENT LIST**

**Date of Birth-(Validation Element 200)**

* Driver’s License
* Baptismal Record
* Birth Certificate
* DD-214
* Report of Transfer or Discharge Paper
* Federal, State, Local or Tribal Identification Card
* Passport
* Hospital Record of Birth
* Public Assistance/Social Service Records
* School Records or ID Cards
* Work Permit
* Family Bible
* Cross-Match with State Agency Records
* Justice System Records
* Selective Service Registration
* Signed Letter from a parent or guardian
* Medical Records
* Self-Attestation

**Citizenship/Alien Status**

* Birth Certificate
* Social Security Card
* US Passport
* Green Card
* Naturalization Certificate
* School Records
* Children’s birth certificate/marriage license containing place of birth
* DD-214
* Non-Citizen (with right to work)-Proof of right to work (Forms AR-3A;I;151;I-551;I-94;I-179; or I-197)

**Selective Service Registration (males age 18-26)-if applicable**

* Selective Service Card
* DD-214-Containing the Selective Service Number
* Selective Service printout <http://www.sss.gov> go to verify registration

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**SNAP-Supplemental Nutrition Assistance Program (Food Stamps)(Validation Element 603)-if applicable**

* SNAP Eligibility Verification
* Documentation of Food Stamp Benefit Receipt
* Referral Transmittal from SNAP
* Cross-Match

**TANF-Temporary Assistance for Needy Families or Exhausting Lifetime TANF Benefits within 2 Years (Validation Elements 600, 601)-if applicable**

* TANF Eligibility Verification
* TANF Period of Benefit Receipt Verification
* Referral Transmittal from TANF
* Cross-Match with TANF Public Assistance Records

**Individual/Family Income-Adult/Youth program-if applicable**

* Pay Stubs-past 6 months
* Social Security Benefits Letter-Amount and Type
* W-2
* Social Security Retirement Benefits Letter
* Letter from Employer or Wage Printout
* Court Award Letter
* Pension Statement
* Bank Statement
* Alimony Agreements
* Award Letter from Veteran Affairs
* Documentation of Child Support
* Documentation of Old-Age Survivors Insurance Benefits
* Public Assistance Records-SNAP (food stamps) or AFDC (TANF)-If letter is not in participant’s name, participant’s name must be on the TANF or SNAP case load (Public Assistance screen “ANID” 1040 list all dependents names)
* Worker’s Compensation Award letter
* Self-Attestation IF 1. Was paid in cash 2. Living with someone not related by blood or marriage who supported that individual who has had no income in past 6 months 3. All other sources above have been exhausted

**Individual with a Disability (Validation Element 202*)-****(Individuals with a disability are automatically counted as family of 1 and only their income is considered)*-**if applicable**

* Self-Attestation
* School 504 Records Provided by Student
* Assessment Test Results
* School Individualized Education Program (IEP) record

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