

ATTACHMENT F

ELIGIBILITY DOCUMENTATION

ELIGIBILITY CRITERIA	SOURCES OF DOCUMENTATION (Only one of the following is required for each criterion. See also alternate forms.)
GENERAL ELIGIBILITY – Required for youth, adults and dislocated workers	
Birth Date/Age	Baptismal Record Birth certificate DD-214, Report of Transfer or Discharge Paper Driver's License Federal, State or Local Government Identification Card Selective Service Card Hospital Record of Birth Passport Public Assistance\Social Service Records School Records\Identification Card Letter from Commonwealth of Massachusetts EOHHS Agency (for Foster Child and State Custody Youth, only)
Citizenship/Authorization to Work in the United States	Alien Registration Receipt Card indicating Right to Work (INS Forms I-551) U.S. Baptismal Certificate (if place of birth is shown) U.S. Birth Certificate U.S. Citizen ID Card(I-179 or I-197) Unexpired Employment Authorization Document with Photo (I-766, I-688, I-688A, I-688B) Temporary Foreign Passport with I-155 Stamp indicating work eligibility Temporary Foreign Passport with unexpired Arrival-Departure record, Form I-94 bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if the status authorized the alien to work for the employer. U.S. Hospital Record of Birth Naturalization Certification Public Assistance Records U.S. Passport (either current or expired) Native American tribal document (under stipulation of the Jay Treaty of 1794) Letter from Commonwealth of Massachusetts EOHHS Agency (for Foster Child and State Custody Youth, only) Permanent Resident Card
Selective Service Registrant*	DD-214, Report of Transfer or Discharge Selective Service Advisory Opinion Letter (not used after Jan., 1995) Selective Service Online Verification at http://www.sss.gov (printout) Selective Service Registration Acknowledgement Card Selective Service Status Information Letter Selective Service Registration Record (Form 3A) Stamped Post Office Receipt of Registration Certificate of Naturalization (indicates compliance with all Selective Service requirements) U.S. Passport (for non-U.S. born customers, only)

**Online verification is available for men born on or after 1/1/60. Men between the ages of 18-26 who have not registered should be referred to SSS for registration prior to enrollment in WIA Title I. Registration may be completed online at the web site.*

Pursuant to the USDOL policy that final decisions for disbursing federally financed domestic benefits, services, rights, or training, rests solely with the provider agencies that disburse them, the local Title I operator is responsible for determining if an individual seeking services under Title I meets Selective Service requirements. As such, the Title I operator must determine for any Title I applicant who was required to register with Selective Service and failed to do so, whether that failure was knowing or willful. It is the responsibility of the individual to demonstrate that such failure to register was not knowing or willful. For veterans, the DD214 will serve as evidence that failure to register was not knowing or willful. A current military ID will serve as evidence for active duty military personnel or members of the National Guard or Reserves. All such determinations must be documented in the participant's case file. DOL TEGL 8-98 issued 11/4/98.

ECONOMIC ELIGIBILITY – Required for youth, and required for adults (if a priority)

Cash Public Assistance NOTE: The listed items of documentation are acceptable for any individual listed on grant.	<ol style="list-style-type: none">1. Copy of Authorization to Receive Cash Public Assistance2. Copy of Public Assistance Check3. Medical Card showing Cash Grant Status4. Public Assistance Identification Card showing Cash Grant Status5. Public Assistance Records/Printout/Master File
Individual/Family Income	<ol style="list-style-type: none">1. Alimony Agreement2. Award letter from Veterans Administration3. Bank Statements (Direct Deposits)4. Compensation Award Letter5. Court Award Letter6. Employer Statement/Contact7. Business Financial Records8. Housing Authority Verification9. Pay Stubs10. Pension Statement11. Quarterly Estimated Tax for Self-Employed Persons12. Social Security Benefits13. Unemployment Insurance Documents14. Written statement from other Federal, State or Local agency
Individual Status/Family Size	<ol style="list-style-type: none">1. Birth Certificate2. Decree of Court3. Disabled (See "Individuals with Disabilities" below)4. Divorce Decree5. Lease or Landlord Statement6. Marriage Certificate8. Medical Card9. Most Recent Tax Return supported by IRS Documents (e.g. Letter 1722)10. Public Assistance/Social Service/Public Housing Agency Records11. Letter from Commonwealth of Massachusetts EOHHHS Agency (for Foster Child and State Custody Youth, only)
Food Stamps	<ol style="list-style-type: none">1. Current Authorization to obtain Food Stamps2. Current Food Stamp Receipt3. Food Stamp Card with Current Date4. Postmarked Food Stamp Mailer with Applicable Name and Address5. Public Assistance Records\Printout
Homeless (Income verification not required)	<ol style="list-style-type: none">1. Written Statement from an Individual Providing Temporary Residence2. Written Statement from Shelter/Social Service Agency3. Letter from Commonwealth of Massachusetts EOHHHS Agency (for Foster Child and State Custody Youth, only)
Supported Foster Child (Income verification not required)	<ol style="list-style-type: none">1. Court Contact2. Court Documentation3. Medical Card4. Verification of Payments made on Behalf of the Child5. Written Statement from State\Local Agency6. Letter from Commonwealth of Massachusetts EOHHHS Agency
Individual with Disabilities (Customer's own income must be considered)	<ol style="list-style-type: none">1. Letter from Drug or Alcohol Rehabilitation Agency2. Letter from Child Study Team Stating Specific Eligibility3. Medical Records4. Observable Condition5. Physician Statement6. Psychiatrist's/Psychologist's Diagnosis7. Rehabilitation Evaluation8. School Records9. Sheltered Workshop Certification10. Social Service Records\Referral11. Social Security Administration Disability or Veterans Admin. Records12. Vocational Rehabilitation Letter13. Workers Compensation Record
State Custody Youth (Customer's own income must be considered)	<ol style="list-style-type: none">1. Court Contact2. Court Documentation3. Medical Card4. Verification of Payments made on Behalf of the Child5. Written Statement from State\Local Agency6. Letter from Commonwealth of Massachusetts EOHHHS Agency

ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION (Only one of the following is required for each criterion)
YOUTH ELIGIBILITY BARRIERS – for youth who meet the minimum income criteria.	
Basic Skills Deficient	<ol style="list-style-type: none"> 1. Assessed by a Generally Accepted Standardized Test 2. School Records
School Dropout	<ol style="list-style-type: none"> 1. Attendance Letter 2. Dropout Letter 3. Eligibility Verification Statement (if other documents are unavailable) 4. Applicant Statement (if other documents are unavailable)
Homeless or Run-away	See “Homeless” in Economic Eligibility above
Supported Foster Child	See “Supported Foster Child” in Economic Eligibility above
Pregnant or Parenting	<ol style="list-style-type: none"> 1. Birth Certificate 2. Hospital Record of Birth 3. Medical Card 4. Physician’s Note 5. Referrals from Official Agencies 6. School Program for Pregnant Teens 7. School Records 8. Statement from Social Services Agency
Offender	<ol style="list-style-type: none"> 1. Court Documents 2. Halfway House Resident 3. Letter of Parole 4. Letter from Probation Officer 5. Police Records
Disability, Learning Disability	1. See “Individuals with Disabilities” in Economic Eligibility above – Economic eligibility must also be determined
LWIB Designated Category for Requires Additional Assistance	If Applicable, list the Documentation you Require for This Category

ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION (Only one of the following is required)
YOUTH 5% WINDOW – for youth who do not meet the minimum income criteria.	
School Dropout	See “School Dropout” in Youth Eligibility Barriers above
Basic Skills Deficient	See “Basic Skills Deficient” in Youth Eligibility Barriers above
Below Grade Level	See “Basic Skills Deficient” in Youth Eligibility Barriers above
Pregnant or Parenting	See “Pregnant or Parenting” in Youth Eligibility Barriers above
Disability, including Learning Disability	See “Individuals with Disabilities” in Economic Eligibility above
Homeless or Runaway	See “Homeless” in Economic Eligibility above
Offenders	See “Offenders” in Youth Eligibility Barriers above
Other barriers identified by the LWIB	If Applicable, list the Documentation you Require for This Category

ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
DISLOCATED WORKERS	
<p>(A)</p> <p>(i) terminated, laid-off or received notice and</p> <p>(ii) (I) is eligible for, or has exhausted entitlement to, UI benefits; or</p> <p style="padding-left: 20px;">(II) has been employed but is not eligible for UI due to insufficient earnings or were not covered under UI, and</p> <p>(iii) is unlikely to return to a previous industry or occupation</p>	<ol style="list-style-type: none"> 1. Unemployment Insurance (UI) records 2. Referral from Rapid Response 3. Notice of Ineligibility for Unemployment Insurance 4. Profiled Customer/Referral Form 5. Documentation from former employer, including telephone verification of employment and layoff status 6. Pay stubs (accept only with 1, 2, 3, 4 or 5, above) 7. W2 records (accept only with 1, 2, 3, 4 or 5, above) 8. Tax return (accept only with 1, 2, 3, 4 or 5, above)
<p>(B)</p> <p>(i) is terminated, laid-off or received notice as a result of permanent closure or substantial layoff</p> <p>(ii) is employed at a facility that has announced plans to close within in 180 days; or</p> <p>(iii) for purposes of receiving core services, is employed at a facility that has announced plans to close</p>	<ol style="list-style-type: none"> 1. Letter from company (must list customer name and date of layoff if only form of documentation presented) 2. WARN Notice with recent pay stub 3. Newspaper article with recent pay stub 4. Documentation from employer, including telephone verification or employment and layoff status. 5. Unemployment Insurance (UI) records 6. Profiled Customer/Referral Form 7. Referral from Rapid Response
<p>(C) was self-employed but is unemployed due to general economic conditions or because of natural disaster</p>	<ol style="list-style-type: none"> 1. Document indicating business closure 2. Business Tax documents or returns 3. News article or other written announcement of business closure (use only with 2 or 4) 4. Business license (use only with 1, 2, or 3, above)
<p>(D) is a displaced homemaker who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or under employed and is experiencing difficulty in obtaining or upgrading employment.</p>	<ol style="list-style-type: none"> 1. Tax returns 2. Social Security documents 3. Death notice and/or certificate (with applicant statement and/or other proof of income status such as 1, 2, 4, 5 or 6) 4. Divorce decree (with applicant statement and/or other proof of income status such as 1, 2, or 5) 5. Public assistance records/UI records 6. documenting of divorce filing (with applicant statement and/or other proof of income status such as 1, 2, or 5)