

ATTACHMENT F  
ELIGIBILITY DOCUMENTATION

ELIGIBILITY CRITERIA	<p style="text-align: center;"><b>SOURCES OF DOCUMENTATION</b></p> <p><b>Staff may verify eligibility documentation through livestream (video sharing) such as Zoom, WebEX, or Adobe Connects or other virtual media platform. Eligibility documentation may also be verified via secure email. When documents are verified through live stream or via email staff must include the verified documentation in the customer file along with a completed Documentation Inspection Form (Attachment J).</b></p> <p><b>The use of electronic signatures on eligibility documentation is permissible.</b></p> <p>Only one of the following is required for each criterion. See also alternate forms. This document listing may not be exhaustive. Should you encounter a document that is not listed here, please contact your MDCS Field Management and Oversight representative for assistance in discerning the document's validity for the purpose of WIOA Title I eligibility.</p>
<b>GENERAL ELIGIBILITY – Required for adults and dislocated workers</b>	
Birth Date/Age	<ol style="list-style-type: none"> <li>1. Baptismal Record</li> <li>2. Birth Certificate</li> <li>3. DD-214, Report of Transfer or Discharge Paper</li> <li>4. Driver's License (with Photo and Date of Birth)</li> <li>5. Federal, State or Local Government Identification Card that includes a birth date</li> <li>6. Selective Service Card</li> <li>7. Hospital Record of Birth</li> <li>8. Passport (as long as the passport includes the date of birth)</li> <li>9. Public Assistance\Social Service Records</li> <li>10. School Records\Identification Card</li> <li>11. Letter from Commonwealth of Massachusetts EOHHS Agency (for Foster Child and State Custody Youth, only)</li> <li>12. Unexpired Alien Registration Card/Documents indicating authorization to work in the United States I-179, I-197, I-551, I-688, I-688A, I-688B, I-766, Certificate of Naturalization (Form N-565 or N-570) I-94 Arrival/Departure Form</li> </ol>
U.S. Citizenship <i>or</i> Authorization to Work in the United States if a non-U.S. Citizen**	<ol style="list-style-type: none"> <li>1. U.S. Baptismal Certificate (if place of birth is shown)</li> <li>2. U.S. Birth Certificate</li> <li>3. U.S. Hospital Record of Birth</li> <li>4. U.S. Passport (either current or expired)</li> <li>5. U.S. Passport Card (either current or expired)</li> <li>6. Certificate of Naturalization (Form N-565 or N-570)</li> <li>7. Unexpired Alien Registration Card/Documents indicating authorization to work in the United States (INS Forms I-179, I-</li> </ol>

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	<p>197, I-327, I-551, I-571, I-688, I-688A, I-688B, I-766, an unexpired I-94 Arrival/Departure form that includes an endorsement (stamped) of the individual's status as authorized to work in the United States when accompanied with an unexpired temporary foreign passport that has the same name as the I-94, an unexpired temporary foreign passport stamped with an I-155 Work Authorization stamp</p> <p>8. Native American Tribal document</p> <p>9. Non-Restricted Social Security Card AND Government Issued Identification containing a photograph or information such as name, date of birth, gender, height, eye color, and address.</p> <p>10. Printout from the Systematic Alien Verification for Entitlements Program (SAVE) AND a Government Issued Identification containing a photograph or information such as name, date of birth, gender, height, eye color, and address.</p>
Selective Service Registrant*	<p>1. DD-214, Report of Transfer or Discharge</p> <p>2. Selective Service Advisory Opinion Letter (not used after Jan, 1995)</p> <p>3. Selective Service Online Verification at <a href="http://www.sss.gov">http://www.sss.gov</a> (printout)</p> <p>4. Selective Service Registration Acknowledgement Card</p> <p>5. Selective Service Status Information Letter</p> <p>6. Selective Service Registration Record (Form 3A)</p> <p>7. Stamped Post Office Receipt of Registration</p> <p>8. Certificate of Naturalization (Form N-565 or N-570; indicates compliance with all Selective Service requirements)</p> <p>9. U.S. Passport (for non-U.S. born customers, only)</p>

*\*Online verification is available for men born on or after 12/31/59. Men between the ages of 18-26 who have not registered should be referred to SSS for registration prior to enrollment in WIOA Title I. Registration may be completed online at the web site.*

*An individual's legal right to work in the United States may be documented using the Social Security Card (unless the card says that it is not valid for employment) AND Driver's License or other government issued picture ID containing a photograph or information such as name, date of birth, gender, height, eye color and address. The SS Card establishes work authorization and the identification establishes identity (and that the SS Card belongs to the person).*

*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. If the Title I operator determines it was not knowing and willful failure and the individual is otherwise eligible, services may be provided. If the Title I operator determines that evidence shows that the individual's failure to register was knowing and willful, WIOA services must*

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*be denied, Individuals denied services must be advised of available WIOA grievance procedures. Title I operators must keep documentation related to evidence presented in determination related to Selective Service.*

*Reference: Department of Labor Employment and Training Administration. Training and Employment Guidance Letter No. 11-11, CHANGE 2*

*\*\* U.S. Citizenship or Authorization to Work in the United States if a non-U.S. Citizen, source documentation can be found at: <https://www.uscis.gov/i-9> - under Instructions for Form I-9.*

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<b>ECONOMIC ELIGIBILITY</b>	
Cash Public Assistance  <b>NOTE:</b> The listed items of documentation are acceptable for any individual listed on grant.	<ol style="list-style-type: none"> <li>1. Copy of Authorization to Receive Cash Public Assistance</li> <li>2. Copy of Public Assistance Check</li> <li>3. Medical Card showing Cash Grant Status</li> <li>4. Public Assistance Identification Card showing Cash Grant Status</li> <li>5. Public Assistance Records/Printout/Master File</li> </ol>
Individual/Family Income	<ol style="list-style-type: none"> <li>1. Alimony Agreement</li> <li>2. Award letter from Veterans Administration</li> <li>3. Bank Statements (Direct Deposits)</li> <li>4. Compensation Award Letter</li> <li>5. Court Award Letter</li> <li>6. Employer Statement/Contact</li> <li>7. Business Financial Records</li> <li>8. Housing Authority Verification (must include dates of occupancy)</li> <li>9. Pay Stubs</li> <li>10. Pension Statement</li> <li>11. Quarterly Estimated Tax for Self-Employed Persons</li> <li>12. Social Security Benefits</li> <li>13. Unemployment Insurance Documents</li> <li>14. Written statement from other Federal, State or Local agency</li> <li>15. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment G instruction)</li> <li>16. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction)</li> <li>17. Document Inspection if provided document cannot be legally photocopied (see Attachment G instruction)</li> </ol>

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Individual Status/Family Size	<ol style="list-style-type: none"> <li>1. Birth Certificate</li> <li>2. Decree of Court</li> <li>3. Disabled (See “Individuals with Disabilities” below)</li> <li>4. Divorce Decree</li> <li>5. Lease or Landlord Statement</li> <li>6. Marriage Certificate</li> <li>7. Medical Card</li> <li>8. Public Assistance/Social Service/Public Housing Agency Records</li> <li>9. Letter from Commonwealth of Massachusetts EOHHS Agency (for Foster Child and State Custody Youth, only)</li> <li>10. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment G instruction)</li> <li>11. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction)</li> <li>12. Document Inspection if provided document cannot be legally photocopied (see Attachment G instruction)</li> </ol>
Supplemental Nutrition Assistance Program (SNAP)	<ol style="list-style-type: none"> <li>1. Current Authorization to obtain SNAP</li> <li>2. Current SNAP receipt</li> <li>3. SNAP Card with Current Date</li> <li>4. Postmarked SNAP Mailer with Applicable Name and Address</li> <li>5. Public Assistance Records\Printout</li> </ol>
Homeless (Income verification not required)	<ol style="list-style-type: none"> <li>1. Written Statement from an Individual Providing Temporary Residence</li> <li>2. Written Statement from Shelter/Social Service Agency</li> <li>3. Letter from Commonwealth of Massachusetts EOHHS Agency (for Foster Individual and State Custody Individual, only)</li> <li>4. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment G instruction)</li> <li>5. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction)</li> <li>6. Document Inspection if provided document cannot be legally photocopied (see Attachment G instruction)</li> </ol>
Supported Foster Individual – up to age 21 (Income verification not required)	<ol style="list-style-type: none"> <li>1. Court Contact</li> <li>2. Court Documentation</li> <li>3. Medical Card</li> <li>4. Verification of Payments made on Behalf of the Child</li> <li>5. Written Statement from State\Local Agency</li> <li>6. Letter from Commonwealth of Massachusetts EOHHS Agency</li> <li>7. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction)</li> <li>8. Document Inspection if provided document cannot be legally</li> </ol>

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	photocopied (see Attachment G instruction)
Individual with Disabilities (Customer's own income must be considered)	<ol style="list-style-type: none"> <li>1. Letter from Drug or Alcohol Rehabilitation Agency</li> <li>2. Letter from Child Study Team Stating Specific Eligibility</li> <li>3. Medical Records</li> <li>4. Observable Condition</li> <li>5. Physician Statement</li> <li>6. Psychiatrist's/Psychologist's Diagnosis</li> <li>7. Rehabilitation Evaluation</li> <li>8. School Records</li> <li>9. Sheltered Workshop Certification</li> <li>10. Social Service Records/Referral</li> <li>11. Social Security Administration Disability or Veterans Admin. Records</li> <li>12. Vocational Rehabilitation Letter</li> <li>13. Workers Compensation Record</li> <li>14. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment G instruction)</li> <li>15. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction)</li> <li>16. Document Inspection if provided document cannot be legally photocopied (see Attachment G instruction)</li> </ol>
Offender (Customer's own income must be considered)	<ol style="list-style-type: none"> <li>1. Court Contact</li> <li>2. Court Documentation</li> <li>3. Medical Card</li> <li>4. Verification of Payments made on Behalf of the Child</li> <li>5. Written Statement from State/Local Agency</li> <li>6. Letter from Commonwealth of Massachusetts EOHHS</li> <li>7. Agency Telephone verification if other forms of documentation are not readily available (see Attachment G instruction)</li> <li>8. Document Inspection if provided document cannot be legally photocopied (see Attachment G instruction)</li> </ol>

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<b>ADULT PRIORITY OF SERVICE</b>	
<b>ELIGIBILITY CRITERIA</b>	<b>ACCEPTABLE DOCUMENTATION</b>
Veterans and eligible spouses	<ol style="list-style-type: none"> <li>1. DD-214</li> <li>2. DOD Letter</li> <li>3. Letter from the Service Members Current Command</li> <li>4. Military Identification Card for Member or Spouse Currently on Active Duty</li> <li>5. National Guard Report of Separation and Record of Service</li> <li>6. Military Orders</li> <li>7. Veterans Administration letter or records</li> </ol>
Public Assistance	<ol style="list-style-type: none"> <li>1. Copy of Authorization to Receive Cash Public Assistance</li> <li>2. Copy of Public Assistance Check</li> <li>3. Medical Card showing Cash Grant Status</li> <li>4. Public Assistance Identification Card showing Cash Grant Status</li> <li>5. Public Assistance Records/Printout/Master File</li> </ol>
Other Low-Income individuals (For Low-Income also see Economic Eligibility above.)	<ol style="list-style-type: none"> <li>1. Alimony Agreement</li> <li>2. Award letter from Veterans Administration</li> <li>3. Bank Statements (Direct Deposits)</li> <li>4. Compensation Award Letter</li> <li>5. Court Award Letter</li> <li>6. Employer Statement/Contact</li> <li>7. Business Financial Records</li> <li>8. Housing Authority Verification (must include dates of occupancy)</li> <li>9. Pay Stubs</li> <li>10. Pension Statement</li> <li>11. Quarterly Estimated Tax for Self-Employed Persons</li> <li>12. Social Security Benefits</li> <li>13. Unemployment Insurance Documents</li> <li>14. Written statement from other Federal, State or Local agency</li> <li>15. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment G instruction)</li> <li>16. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction)</li> </ol> <p>Document Inspection is permissible if provided document cannot be legally photocopied (see Attachment G instruction)</p>
Basic Skill Deficient	
Youth or Adult who tests at or below 8.9 grade level in English, reading, writing, or computing skills.	<ol style="list-style-type: none"> <li>1. Local areas must use assessment tools that are valid and appropriate. The following is a list of valid assessment tools, please note this list is not intended to be limiting:</li> </ol>

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	<ul style="list-style-type: none"> <li>• Test of Adult Basic Education (TABE) 9-10<sup>1</sup></li> <li>• Test of Adult Basic Education (TABE) 11-12</li> <li>• Test of Adult Basic Education (TABE) CLAS – E</li> <li>• Comprehensive Adult Student Assessment System (CASAS)</li> <li>• Wonderlic General Assessment of Instructional Needs (GAIN)</li> <li>• Massachusetts Adult Proficiency Test (MAPT)</li> <li>• Basic English Skills Test (BEST) Plus</li> </ul> <p>For complete listing of NRS Test Benchmarks for Educational Functioning Levels visit: <a href="https://www.nrsweb.org/">https://www.nrsweb.org/</a></p> <p>2. ACT WorkKeys Placement Quiz or Exam along with Crosswalk to US DOL EFL Descriptors, TABE, CASAS</p> <p>Link to crosswalk found here: <a href="https://www.mass.gov/service-details/workkeys-assessment-crosswalk-tools">https://www.mass.gov/service-details/workkeys-assessment-crosswalk-tools</a></p> <p><b>Note: Documentation must include test name, date taken and grade level or score.</b></p>
English Language Learner	<ol style="list-style-type: none"> <li>1. Basic English Skills Test (BEST) Literacy</li> <li>2. Referral or verification from or Records from Title II Adult Education Program</li> <li>3. Letter from School Official on School Letterhead</li> <li>4. Statement from Recognized Community Based Organization</li> </ol>
Lacks high school diploma or equivalent and not enrolled in secondary education	<ol style="list-style-type: none"> <li>1. School Records (Transcripts or Report Cards)</li> <li>2. Letter from School Official on School Letterhead</li> <li>3. Verification from School District Student Records Department</li> </ol>
Enrolled in a Title II Adult Education/Literacy program	<ol style="list-style-type: none"> <li>1. Referral or verification from Title II Adult Education Program</li> <li>2. Referral or verification from Adult Community Learning Services Staff</li> </ol>
Lacks basic computer literacy or basic financial literacy skills	<ol style="list-style-type: none"> <li>1. Formalized Testing Instruments</li> <li>2. Documented Interviews</li> </ol>

**DISLOCATED WORKERS**

ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
(A)	
(i) terminated, laid-off or received notice and	<ol style="list-style-type: none"> <li>1. Unemployment Insurance (UI) records</li> <li>2. Referral from Rapid Response</li> <li>3. Notice of Ineligibility for Unemployment Insurance</li> </ol>
(ii) (I) is eligible for, or has exhausted entitlement	<ol style="list-style-type: none"> <li>4. Profiled Customer/Referral Form</li> <li>5. Documentation from former employer, including telephone</li> </ol>

<sup>1</sup> Test of Adult Basic Education (TABE) 9-10 is not a valid testing tool to measure Education Functioning Levels.



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<p>to, UI benefits; or</p> <p>(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>	<p>verification of employment and layoff status</p> <ol style="list-style-type: none"> <li>6. Pay stubs (accept only with 1, 2, 3, 4 or 5, above)</li> <li>7. W2 records (accept only with 1, 2, 3, 4 or 5, above)</li> <li>8. Tax return (accept only with 1, 2, 3, 4 or 5, above)</li> </ol>
<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 services, is employed at a facility that has announced plans to close</p>	<ol style="list-style-type: none"> <li>1. Letter from company (must list customer name and date of layoff if only form of documentation presented)</li> <li>2. WARN Notice with recent pay stub</li> <li>3. Newspaper article with recent pay stub</li> <li>4. Documentation from employer, including telephone verification or employment and layoff status.</li> <li>5. Unemployment Insurance (UI) records</li> <li>6. Profiled Customer/Referral Form</li> <li>7. Referral from Rapid Response</li> <li>8. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction)</li> </ol>
<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"> <li>1. Document indicating business closure</li> <li>2. Business Tax documents or returns</li> <li>3. News article or other written announcement of business closure (use only with 2 or 4)</li> <li>4. Business license (use only with 1, 2, or 3, above)</li> <li>5. Telephone verification if other forms of documentation are not readily available (see Attachment G instruction)</li> </ol>
<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</p>	<ol style="list-style-type: none"> <li>1. Tax returns</li> <li>2. Social Security documents</li> <li>3. Death notice and/or certificate (with applicant statement and/or other proof of income status such as 1, 2, 4, 5 or 6)</li> <li>4. Divorce decree (with applicant statement and/or other proof of income status such as 1, 2, or 5)</li> <li>5. Public assistance records/UI records</li> <li>6. documentation of divorce filing (with applicant statement and/or other proof of income status such as 1, 2, or 5)</li> </ol>

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no longer supported by that income, and is unemployed or under employed and is experiencing difficulty in obtaining or upgrading employment.	
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