

## Acceptable CTI Eligibility Documentation Listing

### Target Population (Income Guidelines)

Grant funds must be used to train Massachusetts residents who are unemployed or underemployed. Unemployed individuals are a priority target population and programs are designed to support the needs of this population.

- A. An unemployed individual is defined as an individual who is not employed at the time of enrollment in the program.
- B. An underemployed individual is defined as an individual who is earning less than 60% of the Median Household Income (MHI, also referred to as Area Median Income) for the Workforce Area in which they reside. The following chart provides the median income level for each Workforce Area. MCCs are encouraged to use either the MHI or the hourly wage that is most advantageous to the training applicant.

<b>60% of USDA/SAIPE County Median Household Income 2021</b>		
<b>Workforce Area</b>	<b>60% MHI</b>	<b>Hourly Wage</b>
<b>Berkshire</b>	\$36,600	\$17.60
<b>Boston</b>	\$46,300	\$22.30
<b>Bristol</b>	\$43,700	\$21.00
<b>Cape and Islands</b>	\$49,800	\$23.90
<b>Central Region</b>	\$50,700	\$24.40
<b>Franklin Hampshire</b>	\$46,300	\$22.20
<b>Greater Brockton</b>	\$59,700	\$28.70
<b>Greater Lowell</b>	\$67,400	\$32.40
<b>Greater New Bedford</b>	\$43,700	\$21.00
<b>Hampden County</b>	\$37,100	\$17.80
<b>Merrimack Valley</b>	\$52,300	\$25.10
<b>Metro North</b>	\$67,400	\$32.40
<b>Metro South/West</b>	\$67,400	\$32.40
<b>North Central</b>	\$50,700	\$24.40
<b>North Shore</b>	\$52,300	\$25.10
<b>South Shore</b>	\$68,800	\$33.10

Source: US Dept of Agriculture Economic Research Service ([usda.gov](https://usda.gov)), based on Small Area Income and Poverty Estimates (SAIPE) program of the U.S. Census Bureau. Not broken out by size of family/household. Underemployed individuals should use their individual income for eligibility, not that of their household. MA 2020 Median Income (MHI) - published Dec. 2021. Based on 60% MHI for county with the most workers in the region.

The USDA/SAIPE is an estimate that is updated annually in and around December, reporting on the prior year. Commonwealth Corporation will release the USDA/SAIPE estimate annually to grantees for implementation for any cohorts with a start date of February 1st – January 31<sup>st</sup>.

### **Determining Unemployment**

Examples of forms of documentation that can be accepted for proof of unemployment include:

- Proof of UI receipt (currently approved i.e. monetary determination or currently collecting)
- Letter of unemployment verification
- Screenshot of UI account
- Tax form for proof of no income (e.g., 1040 form)

### **Determining Underemployment**

If a participant is currently employed, follow the steps below to determine underemployment status.

- Establish the individual's annual income and/or hourly wage by obtaining one or more of the types of documentation listed below
- Establish Workforce Area of residence (using the table above)

### **Types of Underemployment Documentation**

The following describes the documentation that can be accepted as proof of underemployment and must be kept on file.

#### **Pay Stubs**

A minimum of 1 pay stub dated within the past six months can be used to determine income.

#### **Direct Deposits**

Proof of bank records for direct deposit payments can be accepted as proof of underemployment.

#### **Tax Forms**

Tax forms that indicate the participant's income over the past year can serve as proof of income. A 1040 or a 1099 is acceptable if the individual is self-employed.

#### **Offer Letter/Employer Letter**

Offer letter from employer that details pay rate/annual salary can be accepted as proof of income. Alternatively, any letter from a current employer that details their salary/wage would be acceptable.

#### **Proof of Public Benefits**

Recipients of income-based public benefits are automatically eligible for CTI programs. Proof of receipt of these benefits may include letters, deposits or EBT cards. List of public benefits includes, but is not limited to:

- TANF (Temporary Assistance for Needy Families) benefits
- SNAP (Supplemental Nutrition Assistance Program) benefits
- SSI (Supplemental Security Income)
- SSDI (Social Security Disability Insurance)

### **Massachusetts Residency Requirement**

Only Massachusetts residents are eligible for FutureSkills programming. Massachusetts residency may be documented using any one of the documents listed below:

- Utility bill dated within the last three months
- Current and valid state-issued ID
- Government mail received in the past 60 days (including property tax or excise tax bill)
- Current Firearm ID card
- Current bank statement
- Current pension statement
- Current auto or home insurance policy

### **Age**

An individual must be 18 years of age or older when training provided through CTI is complete to participate in CTI. Some documents which can be used to establish age include:

- U.S. Passport or U.S. Passport Card
- Form I-551, Permanent Resident Card or Alien Registration Receipt Card
- Additionally, Permanent Resident Cards issued through January 2021 may contain a USCIS-issued sticker extending its validity to the date indicated on the sticker
- Form I-766, Employment Authorization Document Card
- Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing an endorsement to work
- A foreign passport must be accompanied by a Form I-94/94A Arrival-Departure Record bearing the same name as the passport and containing an endorsement of the individual's nonimmigrant status and authorization to work for a specific employer based on this status
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A
- Passport must be presented with Form I-94 or Form I-94A showing nonimmigrant admission under the Compact of Free Association Between the U.S. and the FSM or RMI
- Foreign passport containing a Form I-551 stamp or Form I-551 printed notation
- Driver's license
- Driver's license or identification card issued by a state or outlying territory of the U.S., provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- School ID card with a photograph
- Voter registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Document (MMD) card

- Native American tribal document
- Driver's license issued by a Canadian government authority
- Acceptable List B Documents for individuals under the age of 18 who are unable to present a document listed above:
  1. School record or report card
  2. Clinic, doctor or hospital record
    - *For minors under the age of 18* and certain individuals with disabilities who are unable to produce any of the listed identity documents, special notations may be used in place of a List B document.

### **Authorization to Work in the United States**

An individual's work authorization, or employment eligibility, refers to his or her legal right to work in the United States.

Self-attestation is not an allowable form of documentation for the "authorization to work" requirement.

Work authorization can be met with proof of UI receipt (currently collecting). Otherwise, work authorization must be demonstrated through the documents listed below:

Employees must provide documentation to their employers to show their identity and authorization to work. One document from List A establishes both identity and employment Authorization or one document from List B established Identity and one from List C establishes Employment Authorization.

### **List A**

- U.S. Passport or U.S. Passport Card
- Form I-551, Permanent Resident Card or Alien Registration Receipt Card
- Additionally, Permanent Resident Cards issued through January 2021 may contain a USCIS-issued sticker extending its validity to the date indicated on the sticker
- Form I-766, Employment Authorization Document Card
- Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing an endorsement to work
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- Foreign passport containing a Form I-551 stamp or Form I-551 printed notation

## List B

- Driver's license
- Driver's license or identification card issued by a state or outlying territory of the U.S., provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- School ID card with a photograph
- Voter registration card
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Document (MMD) card
- Native American tribal document
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## List C

- U.S. Social Security account number card
- U.S. Social Security account number card that is unrestricted
  - A laminated card is acceptable. A card that includes any of the following restrictive wording is not an acceptable List C document: NOT VALID FOR EMPLOYMENT; VALID FOR WORK ONLY WITH INS AUTHORIZATION; VALID FOR WORK ONLY WITH DHS AUTHORIZATION
- Form FS-240, Consular Report of Birth Abroad
- Form FS-545, Certification of Birth Abroad issued by the U.S. Department of State
- Form DS-1350, Certification of Report of Birth issued by the U.S. Department of State
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the United States bearing an official seal
- Native American tribal document
- Form I-197, U.S. Citizen ID Card
- Form I-179, Identification Card for Use of Resident Citizen in the United States
- Employment authorization document issued by the Department of Homeland Security (DHS)