



Common Eligibility Documentation
Workforce Innovation and Opportunity Act (WIOA)
 FORM WIOA I-B – 2.1 (Updated 8/27/18)

For Adult, Dislocated Worker, and Youth Programs

Name:	Participant No.:
<p align="center">Required Information Give or check required information</p>	<p align="center">Documentation <u>Documentation must support information being documented</u> Check appropriate documentation used Unless otherwise indicated, only one document required per eligibility criterion Must maintain copies of all documents used</p>
Date of Birth:	<ul style="list-style-type: none"> <input type="checkbox"/> Driver's License <input type="checkbox"/> Baptismal record <input type="checkbox"/> Birth certificate <input type="checkbox"/> DD-214 <input type="checkbox"/> Report of Transfer or Discharge Paper <input type="checkbox"/> Federal, state or local ID card with birthday <input type="checkbox"/> Passport <input type="checkbox"/> Hospital record of birth <input type="checkbox"/> Public assistance/ social service record <input type="checkbox"/> School records <input type="checkbox"/> Work permit <input type="checkbox"/> Tribal Records <input type="checkbox"/> Cross-match of name & SSN with Department of Vital Statistics
<p>SSN:</p> <p>Not required, but requested for program performance purposes. If SSN is not given, details concerning alternate contact information should be provided.</p>	<p>Required for Data Validation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social Security card <input type="checkbox"/> Military ID with SSN <input type="checkbox"/> State or Federal ID with SSN <p>If none of the above is available, the appropriate card should be ordered and placed in the file. One of the following may be used until an above card is received:</p> <ul style="list-style-type: none"> <input type="checkbox"/> W-2 form with name and address <input type="checkbox"/> Income tax return (must be signed by taxpayer to indicate acknowledgement that return is accurate) <input type="checkbox"/> Letter or form from Social Services agency <input type="checkbox"/> Pay stub containing SSN <input type="checkbox"/> Social Security benefits letter/form/card <input type="checkbox"/> Statement on application, supported by documents or statements from public assistance

<p>Selective Service:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registered <input type="checkbox"/> Not registered because: <ul style="list-style-type: none"> <input type="checkbox"/> Born female <input type="checkbox"/> Not yet 18 years old <input type="checkbox"/> Born before 1960 <input type="checkbox"/> Member of Armed Forces full time between age 18 and 26 <input type="checkbox"/> Immigrant with exempt VISA from age 18 to 26 <input type="checkbox"/> Immigrant who did not enter U.S. until after 26 <input type="checkbox"/> Incarcerated, hospitalized, or institutionalized for medical reasons during full time age 18 – 26 <input type="checkbox"/> Other allow exemption (see policy p. 4): _____ <input type="checkbox"/> Not registered, but not “willful and knowing” (see ADWS Policy No. WIOA I-B – 2.1 <i>Common Eligibility Requirements</i>, p. 3) <input type="checkbox"/> Not registered, and not eligible for services 	<p><u>Registered:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Registration verification from www.sss.gov <input type="checkbox"/> Selective Service registration card <input type="checkbox"/> Selective Service registration acknowledgement letter <input type="checkbox"/> Selective Service status Information Letter <input type="checkbox"/> Stamped Post Office Receipt of Registration <input type="checkbox"/> Selective Service Registration Record (Form 3A) <input type="checkbox"/> Selective Service Verification Form <p><u>Exempt:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Checked Female sex at birth on signed & dated application (self-attestation) <input type="checkbox"/> Document verifying date of birth: _____ <input type="checkbox"/> DD-214 showing military service during full time between age 18 to age 26 <input type="checkbox"/> Other document (not self-attestation) verifying exemption: _____ (Add note to documentation how it verifies exemption) <p><u>Not “willful and knowing”:</u> See ADWS Policy No. WIOA I-B – 2.1 <i>Common Eligibility Requirements</i>, p. 3 for information needed to document that failure to register was not “willful and knowing”. Explain situation and how documentation presented explains that failure was not “willful and knowing.” See TEGL 11-11 Change 2 for more information, if needed.</p>
<p>Ability to Work in the United States Completed I-9 or list acceptable documentation from I-9</p>	<p>Document(s) used from list of Acceptable Documents on Page 3:</p>
<p>Staff completing form:</p>	<p>Date:</p>

Eligible to Work in the United States

LISTS OF ACCEPTABLE DOCUMENTS From USCIS Form I-9

All documents must be UNEXPIRED

Applicants may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<p>1. U.S. Passport or U.S. Passport Card</p> <p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p> <p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p> <p>4. Employment Authorization Document that contains a photograph (Form I-766)</p> <p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p style="margin-left: 20px;">a. Foreign passport; and</p> <p style="margin-left: 20px;">b. Form I-94 or Form I-94A that has the following:</p> <p style="margin-left: 40px;">(1) The same name as the passport; and</p> <p style="margin-left: 40px;">(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p> <p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	OR	<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p> <p>2. 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</p> <p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. Military card or draft record</p> <p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p> <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <p>10. School record or report card</p> <p>11. Clinic, doctor, or hospital record</p> <p>12. Day-care or nursery school record</p>	AND	<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</p> <p style="margin-left: 20px;">(1) NOT VALID FOR EMPLOYMENT</p> <p style="margin-left: 20px;">(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</p> <p style="margin-left: 20px;">(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p> <p>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</p> <p>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</p> <p>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p> <p>5. Native American tribal document</p> <p>6. U.S. Citizen ID Card (Form I-197)</p> <p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p> <p>8. Employment authorization document issued by the Department of Homeland Security</p>