

# Office of Economic and Workforce Development Workforce Development Division



## WIA TITLE I ELIGIBILITY VERIFICATION FORM

Youth
  Adult
  Dislocated Worker

Participant Name \_\_\_\_\_

SSN \_\_\_\_\_

Phone Number \_\_\_\_\_

Verification Date \_\_\_\_\_

Results/Eligibility Criteria		Auditor-Accepted Verification (Check Source Used) ALL DOCUMENTS MUST BE UNEXPIRED	
<b>I. US WORK AUTHORIZATION</b>	Verification Documents that Satisfy  <b>List A</b>	<input type="checkbox"/> US Passport or U.S. Passport Card <input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551) <input type="checkbox"/> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa <input type="checkbox"/> Employment Authorization Document that contains a photograph (Form I-766)	<input type="checkbox"/> Nonimmigrant alien authorized to work – foreign passport with Form I-94 or Form I-94A and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not expired.  <input type="checkbox"/> Passport from Federated States of Micronesia (FSM) or the Republic of Marshall Islands(RMI) with form I-94 or Form I-94A indicating nonimmigrant admission.
	<b>OR</b>	<b>List B</b>	<b>List C</b>
	Verification document that satisfy <b>List B and C</b>	<b>Documents that Establish Identity</b>  <input type="checkbox"/> Valid Drivers License or ID Card <input type="checkbox"/> ID Card issued by federal, state or local government agency with photograph <input type="checkbox"/> School ID card with photograph <input type="checkbox"/> Voter’s Registration Card <input type="checkbox"/> US Military card or draft record <input type="checkbox"/> Military dependent’s ID card <input type="checkbox"/> US Coast Guard Merchant Marine Card <input type="checkbox"/> Native American tribal document <input type="checkbox"/> Driver’s License issued by a Canadian government authority  <b>For persons under age 18 who are unable to present a document listed above:</b> <input type="checkbox"/> School record or report card <input type="checkbox"/> Clinic, doctor or hospital record <input type="checkbox"/> Day-care or nursery school record	<b>Documents that Establish Employment Eligibility</b>  <input type="checkbox"/> US Social Security Card issued by the Social Security Administration ( <i>other than a card stating it is not valid for employment</i> ) <input type="checkbox"/> Certificate of Birth Abroad issued by the Department of State ( <i>Form FS-545</i> ) <input type="checkbox"/> Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal <input type="checkbox"/> Native American tribal document <input type="checkbox"/> US Citizen ID Card ( <i>Form I-197</i> ) <input type="checkbox"/> ID Card for use of Resident Citizen in the United States ( <i>Form I-197</i> ) <input type="checkbox"/> Employment authorization document issued by Department of Homeland Security
<b>II. SELECTIVE SERVICE REGISTRATION</b>	<input type="checkbox"/> Telephone or Internet Verification Form <input type="checkbox"/> SSS Form 1 – Photocopy <input type="checkbox"/> Unexpired Foreign Passport, Form I-94 or I-551 or US Work Authorization Forms: I-94, I-95A, I-185, I-186, I-586, or I-444) (Proof entered US after 26 <sup>th</sup> Birthday)	<input type="checkbox"/> Status Information Letter from SSS <input type="checkbox"/> DD 214 (US Military Discharge - Honorable) <input type="checkbox"/> Registration Acknowledgement Letter- Photocopy <input type="checkbox"/> OE WD Approval Letter <input type="checkbox"/> Not Required	
<b>III. AGE</b>	<input type="checkbox"/> Drivers License or <input type="checkbox"/> California ID	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> US Passport	<input type="checkbox"/> Other: _____
<b>IV. ADULT</b>  <input type="checkbox"/> if unemployed or employed must need more than Core A Services <input type="checkbox"/> if employed, must show unable to attain self-sufficiency, (per OEWD Directive D07#13) for Intensive or Training.			

<p><b>V. YOUTH –Additional Eligibility Criteria</b>  <b>In addition to meeting the income criteria, must have one or more of the following barriers to education or employment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Deficient in basic literacy skills;</li> <li><input type="checkbox"/> A school dropout;</li> <li><input type="checkbox"/> Homeless, runaway, or a foster child;</li> <li><input type="checkbox"/> Pregnant or a parent;</li> <li><input type="checkbox"/> An offender; or</li> <li><input type="checkbox"/> An individual who requires additional assistance to complete an educational program, or to secure and hold employment: (&gt;)</li> </ul>	<p>(v):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enrolled in special education;</li> <li><input type="checkbox"/> A student maintaining less than a "C" average;</li> <li><input type="checkbox"/> A truant (one who stays out of school without permission);</li> <li><input type="checkbox"/> A person with Limited English Proficiency;</li> <li><input type="checkbox"/> A person with disabilities including learning disability;</li> <li><input type="checkbox"/> A non-custodial parent;</li> <li><input type="checkbox"/> A person with substance abuse or alcohol problems;</li> </ul>	<p>(v):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A member of family receiving public assistance or Medical benefits;</li> <li><input type="checkbox"/> A resident of a Targeted Employment Area;</li> <li><input type="checkbox"/> A resident of public housing or a family receiving section 8 voucher;</li> <li><input type="checkbox"/> An emancipated youth;</li> <li><input type="checkbox"/> A youth who has never held a job for more than 13 weeks in the last 12 months (applies to older youth)</li> <li><input type="checkbox"/> Former Foster Youth</li> </ul>
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**VI. DISLOCATED WORKER MUST BE ONE OF THE FOLLOWING TYPES:**

<input type="checkbox"/> <b>TYPE "1" (A + B + C)</b>		COMMENTS:
<input type="checkbox"/> <b>A.</b>	Employer Notice of Termination or Layoff or EDD Verification	
<input type="checkbox"/> <b>B.</b>	Documentation of eligibility for or collection or exhaustion of UI Benefits OR able to document recent attachment to the workforce through pay stubs, contract, etc.	
<p align="center"><b>One of the following &amp; Sign and complete Unlikely to Return Affidavit</b></p>		
	<input type="checkbox"/> 1 State or locally developed lists of declining industries/occupations, (local lists must be developed by an appropriate entity such as the Chamber of Commerce, economic development agency, Workforce Development Board, a qualified consultant, educational entity, etc.)	
	<input type="checkbox"/> 2 Lack of job offers as documented by UI office or rejection letters from employers or other documentation of unsuccessful efforts to obtain employment in prior occupation.	
<input type="checkbox"/> <b>C.</b>	<input type="checkbox"/> 3 Documentation of insufficient education and/or skills necessary for reentry into former industry/occupation.	
	<input type="checkbox"/> 4 Documentation of physical or Emotional problems which would preclude reentry into former industry/occupation (e.g. physicians letter) <b>OR</b>	
	<input type="checkbox"/> 5 Documentation of poor employment history (sporadic/less-than-full-time stopgap/income maintenance employment, etc.); rejection letters; <b>OR</b> UI has exhausted coupled with evidence of lack of employment.	
<p align="center"><b>NOTE: IAW (Initial Assistance Workshop) NOTICE SERVES TO DOCUMENT BOTH B &amp; C</b></p>		
<input type="checkbox"/> <b>TYPE "2"</b>		COMMENTS:
<b>Permanent closure of a Plant or Facility/substantial layoff</b>	Employer notice of intent to permanently close or WARN NOTICE OR Newspaper articles OR Public notices concerning closure PLUS evidence individual was employed at the facility (e.g. UI document, layoff letter, employee ID, payroll records)	
<input type="checkbox"/> <b>TYPE "3"</b>		COMMENTS:
<b>Self-employed &amp; presently unemployed as a result of general economic conditions.</b>	A) Statement of Economic Condition relevant to the situation: <b>PLUS</b> B) Documentation which substantiates unemployment was a result of economic condition, general economic condition NOT, poor business practices (e.g. LMI records from EDD) <b>AND</b> Profit & Loss Statements of business showing losses PLUS Notice of foreclosure or intent to foreclose or document which shows business no longer exists.	
<input type="checkbox"/> <b>TYPE "4"</b>		COMMENTS:
<b>Displaced Homemaker</b> has been providing unpaid services to family members in the home I (A) has been dependent on income of another family member but is no longer supported by that income; & (B) is unemployed or underemployed & is experiencing difficulty obtaining or upgrading employment.	Documentation of termination of support from other family member AND UI records or other documentation which indicates difficulty in obtaining adequate employment (part time or "dead end" type jobs. Job Service Verification, rejection letters from employers, etc.	
<input type="checkbox"/> <b>TYPE "5"</b>		COMMENTS:
<b>Voluntarily Terminated Employment and UI Eligible</b>  Has voluntarily terminated employment, and has been determined eligible to receive UI benefits, and is unlikely to return to a previous industry or occupation.  <b>Note:</b> In the case of individuals not profiled, UI benefit check stubs meet the documentation requirement.	<ul style="list-style-type: none"> <li>▪ Appointment Notice of referral to an Initial Assistance Workshop (IAW): or</li> <li>▪ Screen print of IAW schedule; or</li> <li>▪ Reemployment Plan generated from IAW; or</li> <li>▪ Invitation Letter to Self Employment Assistance (SEA)Orientation; or</li> <li>▪ Screen print of SEA schedule</li> </ul> <b>Note:</b> If one of the above is not available, documented telephone verification from the EDD field office will suffice.	

**FOR ELIGIBILITY PROVIDER – CERTIFICATION STAFF USE ONLY**

**VII INCOME ELIGIBILITY (Only applicable if "priority of service" is in place.)**

Unemployed – UI records, check stubs or self-certification form. PLUS documentation of low income (see chart below)

\_\_\_\_\_ Family Income, If so → Family Size \_\_\_\_\_  
(6 months)

Calculations: (Indicate below how the last six months of income was calculated)

- Cash Welfare
- Food Stamps
- Homeless Persons
- Individual with a Disability (Family of One)
- Foster Care Youth (Family of One)
- Other: (Specify)

\_\_\_\_\_

**WAIVER**

(Above the San Francisco Lower Living Standard Income Criteria and below San Francisco Self-Sufficiency Standard)

- Youth 5% Window
  - Waiver request letter approved by OEWD
- Adult 10% Window
  - Waiver request letter approved by OEWD

The above named participant:

- Is eligible to participate in the above program
- Did not provide sufficient documentation for the category(ies) circled below:
  - Lawfully permitted to work in the U.S.
  - Resident of San Francisco
  - Registered for Selective Service
  - Age requirement
  - Economically disadvantaged
  - Other: \_\_\_\_\_  
(specify)

Signature of Authorized WIA Eligibility Representative

Date Determined WIA Eligible:

**FOR ELIGIBILITY PROVIDER – QUALITY ASSURANCE USE ONLY**

**REMARKS**

WIA Application Complete	Yes	No
WIA Application is Reasonable and Internally Consistent	Yes	No
Correct Determination	Yes	No
Eligibility Determination Validated	Yes	No

TO BE FILED IN  
PARTICIPANTS FILE  
FOR QUARTERLY  
REVIEW OF  
ELIGIBILITY INTO WIA  
PROGRAMS

REVIEWED BY: \_\_\_\_\_

Date: \_\_\_\_\_

# APPLICANT INFORMATION

The applicant is required to bring this form to the scheduled certification interview with a completed Application Form. If the applicant is under the age of 18, the Application Form Affidavit and the Work Permit must be signed by a parent or legal guardian.

All individuals receiving intense services must provide documents to satisfy the following areas:

1. **Evidence of identity and work authorization.**

If the applicant is a citizen, the applicant **must** bring a document that establishes identify such as a state issued driver's license or state issued I.D. card and a Social Security Card or birth certificate. If the applicant is **not** a U.S. citizen, the applicant **must** bring an Alien Registration Card (I-551- or other document verifying work authorization. Please refer to the reverse side of an I-9 employment form for additional acceptable documents.

2. **Evidence that the applicant is a resident of San Francisco.**

Acceptable examples of documents listed below should be in the name of the applicant or a name of any family member living in the household and **must** be dated within the last six (6) months. The address on the document **must** have the same address as the application.

Acceptable examples of evidence of San Francisco residency are:

- Valid California DMV or I.D.
- Rent receipt on official letterhead
- Landlord statement
- Insurance Policy (residence or auto)
- Food Stamp award letter
- Utility bill
- Valid California I.D. Card
- Selective Service Registration Card
- Official mail with address

3. **Selective Service Registration.**

If the applicant is a male 18 years or older, at the time of application, he **must** bring evidence of Selective Service registration. If the applicant is unable to obtain documented evidence, the One Stop Center staff will attempt to verify registration independently. If verification cannot be obtained, the applicant will be found ineligible.

4. **Evidence of age.**

Acceptable examples of evidence of age are:

- Birth certificate
- Baptismal record
- Passport
- Benefits Card
- Valid California I.D. Card
- USCIS documents
- Valid California Driver's License
- School I.D (with birth date)
- Military Card

5. **Evidence of individual status/family income.**

The applicant must bring evidence of income for each applicable income source **within the last six months**, for all family members who live within the same household.

Acceptable examples of evidence of income include:

- Pay stubs
- Interest or dividend statements
- EDD Unemployment Insurance records
- Statement verifying wages from employer(s)

Evidence of individual status/family size.

Applicant **must** bring evidence of all family members living in the same household. Acceptable examples of evidence of family size include (one document for each family member):

- Birth certificates
- Wage statement(s) (with current address)
- California Driver's License/Identification Card
- Report card(s) (with current address)

6. If any additional information is needed to be verified based upon the Subcontract with OEWD, the Service Provider or One Stop Career Link Center staff person setting the certification appointment is required to indicate this in the criteria heading of **other** and provide appropriate document(s) to satisfy the criteria. Please refer to your Service Provider for further assistance.