

WIOA Title I Dislocated Worker Program – Eligibility Checklist

Applicant Name: _____

Application Date: _____

Completed By: _____

Reference: Virginia Workforce Letter 15-02
Attachment J Change 2: Acceptable Verification & Documentation for WIOA Eligibility

General Eligibility	Acceptable Documentation	Check If Used
<p>Social Security Number (SSN) Assignment of pseudo SSN is permissible only when applicant refuses to disclose his or her SSN.</p> <p>Note: An unsigned Social Security Card is valid, and a child's Social Security Card is valid if signed by a parent. When the child reaches working age (14 or 15), the parent can apply for another card, which can then be signed by the child.</p>	DD-214, Report of Transfer or Discharge if SSN is listed.	
	IRS Form Letter 1722	
	Letter from Social Service Agency	
	Driver's License, if SSN is listed	
	Social Security Card/Notice of SSN Assignment	
	Unemployment Insurance Records, if name and SSN are shown	
	School Records	
	Pay Stub, if SSN is listed	
	Employment Records	
	Social Security Benefit Documents	
W-2 Form		
<p>Age/Birthdate (DOB)</p>	Baptismal Record, if DOB is shown	
	DD-214, Report of Transfer or Discharge Paper	
	Federal, State, or Local Government Identification Card	
	Public Assistance/Social Service Records	
	Birth Certificate	
	Driver's License	
	Hospital Record of Birth, if Full Name is shown	
	U.S. Passport	
	Work Permit	
	School Records/Identification Card	
<p>Citizenship/Right to Work</p>	U.S. Citizenship and Immigration Services (USCIS) Forms: <ul style="list-style-type: none"> • Documentation from List A; or • A combination of List B & List C documentation 	
	Baptismal Certificate, if Place of Birth is shown	
	Birth Certificate	
	DD-214, Report of Transfer or Discharge, if Place of Birth shown	
	Hospital Record of Birth, if Place of Birth is shown	
	Naturalization Certification	
	Social Security Card (Work Eligible) with Identification Card	
	School Records	
	E-Verify – https://e-verify.uscis.gov/emp	
	SNAP Award Letter from Dept. of Social Services	
	Handgun Permit	
	Public Assistance Records	
Native American Tribal Document		
<p>Selective Service Registrant</p>	Selective Service Advisory Opinion Letter	
	Selective Service Registration Record (Form 3A)	
	DD-214, Report of Transfer or Discharge	
	Stamped Post Office Receipt of Registration	
	Internet Verification/Registration (www.sss.gov)	
	Selective Service Telephone Verification (1-847-688-6888) ❖	

* Not more than six months prior to application.

❖ Telephone Verification Form signed by verifier allowed.

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Dislocated Worker Specific Eligibility <i>(must meet at least one category)</i>	Acceptable Documentation	Check If Used
Category 1		
Terminated/Laid Off/Received Notice of Termination or Layoff	Certification of Expected Separation ❖	
	Telephone Verification from Employer (Telephone Ver. Form) ❖	
	Layoff Letter from Employer ❖	
	Verification from Prospective Employer ❖	
	Verification from Employment Agency ❖	
AND		
Eligible for Unemployment Insurance (UI)	UI Documents and/or Printouts that demonstrate: <ul style="list-style-type: none"> • Applicant is eligible for UI; or • Has exhausted UI benefits; or • Does not work for a covered employer 	
	Employment Service Contract ❖	
AND		
Unlikely to Return	Current Labor Market Info showing occupations in decline ❖	
	Receipt of UI showing duration of receipt of UI of at least 12 of the previous 26 weeks ❖	
	Documentation showing a temporary layoff or furlough lasting a minimum of 12 weeks and no set return to work date❖	
	Participation in the VEC RESEA program with Reemployment Service Plan completed and signed ❖	
	Documents supporting unlikely to return as provided in VWL 19-04	
	Local Workforce Development Board Policy on “Unlikely to Return”	
Category 2		
Permanent Closure of Plant/Facility/Enterprise or Substantial Layoff	Certification of Expected Separation ❖	
	Media Announcement with Employment Verification ❖	
	Letter from Employer ❖	
	Contact with separating employer ❖	
	Public Notice from State Rapid Response Coordinator with proof of previous employment ❖	
	WARN Notice to individual with separating employer ❖	
	Layoff Notice ❖	
	WARN Notice to Labor Union with represents worker ❖	
Telephone Verification Form ❖		
Category 3		
General Announcement of Closure	Verification from Media Source with employment verification ❖	
	Employer Verification ❖	
	Telephone Verification Form	
Category 4		
Formerly Self-Employed/Currently Unemployed	IRS Forms ❖	
	Business Ledgers ❖	
	Chapter 7 – Bankruptcy Published in Newspaper (Date must be shown) or letter from trustee of bankruptcy court ❖	
	Chapter 11 – Bankruptcy published in newspaper (Date must be shown) or letter from trustee of bankruptcy court ❖	
	Statement of Failure of Business Supplier ❖	
	Statement of Failure of Business Customer ❖	
	Federal/State Declaration of Disaster ❖	
	Telephone Verification Form	

more on next page

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Category 5		
<i>Displaced Homemaker</i> A person who has been providing unpaid services to family members in the home & who: <ul style="list-style-type: none"> • Has been dependent on the income of another family member but is no longer supported by that income; and • Is unemployed/underemployed and is having trouble obtaining or upgrading employment. 	IRS Forms *	
	Court Ledgers *	
	Medical Records *	
	Bank/Financial Records *	
	Divorce Decree *	
	Spouse Death Certificate *	
	Spouse Disability Check *	
	Signed statement from family member(s) *	
AND		
<i>Employment Verification</i>	Job Search Verification ❖	
	Telephone Verification Form	
Category 6		
<i>Spouse of Member of Armed Forces on Active Duty</i>	Permanent Change of Station (“PCS”) orders authorizing dependent travel *	
	Military Dependent Identification Card *	
AND		
<i>Employment Verification</i>	Job Search Verification ❖	
	Employment Verification (Previous, current, or prospective depending on employment status) ❖	
<i>Date of Actual Qualifying Dislocation</i>	Verification from employer ❖	
	Rapid Response List	
	Notice of Layoff ❖	
	Public Announcement with crossmatch with UI ❖	

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