

Criteria	Eligibility Requirement For:					Documentation Requirement	Self-Attestation
	W-P	ISY	OSY	Adult	DW		
Legally Entitled to Work in the U.S.	✓	✓	✓	✓	✓	<ul style="list-style-type: none"> • Self-attestation • Accepted I-9 Documentation, such as: driver's license / ID card along with Social Security card. <p>Note: for more information on employment eligibility guidance and alignment with I-9 documentation please see M-274, Instructions for Completing Form I-9</p>	Yes
Age	N/A	✓	✓	✓	N/A	<p><u>Date of Birth:</u></p> <ul style="list-style-type: none"> • Driver's license • Baptismal record • Birth certificate • DD-214 • Report of Transfer or Discharge paper • Federal, state or local ID card • Passport • Hospital record of birth • Public assistance/social service records • School records or ID cards • Work permit • Family Bible • Cross-match with state agency records • Justice system records • Selective Service registration • Signed letter from parent or guardian • Medical records • Self-attestation 	Yes
Selective Service Registration ^{1/2}	N/A	✓	✓	✓	✓	<p><u>TEGL 11-11 Change 2:</u></p> <ul style="list-style-type: none"> • Selective Service acknowledgement letter • Form DD-214 "Report of Separation" • Screen printout of the Selective Service Verification site • Selective Service Registration Card; Selective Service Verification (Form 3A) • Stamped Post Office Receipt of Registration. 	Yes (basic career services only)
Low-Income ³	N/A	✓	✓	N/A	N/A	<p><u>Low-income, TANF, and Other Public Assistance for Adult and Youth</u></p> <p><u>Low-Income:</u></p> <ul style="list-style-type: none"> • Award letter from Veteran's Administration • Bank statements • Pay stubs • Compensation award letter • Court award letter 	Yes for low-income Yes for TANF and Other Public Assistance (basic career services)

					<ul style="list-style-type: none"> • Pension statement • Employer statement/contact • Family or business financial records • Housing authority verification • Quarterly estimated tax for self-employed persons • Social Security benefits • UI claim documents • Copy of authorization to receive cash public assistance • Copy of public assistance check • Public assistance eligibility verification • Cross-match with refugee assistance records • Cross-match with public assistance records • Cross-match with UI wage records • Self-attestation <p><u>TANF:</u></p> <ul style="list-style-type: none"> • TANF eligibility verification • TANF period of benefit receipt verification • Referral transmittal from TANF • Cross-match with TANF public assistance records • Self-attestation or hard or electronic case notes (noting that staff saw proof of TANF document) for basic career services only. <p><u>Other Public Assistance (State/Local General Assistance, Refugee Cash Assistance, or Food Stamp Assistance) Recipient:</u></p> <ul style="list-style-type: none"> • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance eligibility verification • Cross-match with refugee assistance records • Cross-match with public assistance records • Cross-match with state MIS (WorkSourceWA/ETO) database for basic career services only • Self-attestation for basic career services only • Hard or electronic case notes (noting that staff saw proof of public assistance document) for basic career services only. 	only)
Youth			Category 1		<u>Basic skills deficiency:</u>	No

Program – In-School		<ul style="list-style-type: none"> CASAS pre-test score(s) 	
	Category 2	<u>English Language Learner:</u> <ul style="list-style-type: none"> Case notes Assessment test results Applicable records from education institution (transcripts or other school documentation) Self-attestation Signed intake application or enrollment form Signed individual service strategy 	Yes
	Category 3	<u>Offender:</u> <ul style="list-style-type: none"> Self-attestation Documentation from juvenile or adult criminal justice system Documented phone call with court or probation representatives WIOA intake or registration form. 	Yes
	Category 4	<u>Homeless/Runaway Youth or Foster Care</u> <u>Homeless individual and/or runaway youth:</u> <ul style="list-style-type: none"> Self-attestation Signed intake application or enrollment form Written statement or referral transmittal from a shelter or social service agency Needs assessment Case notes Signed individual service strategy Letter from caseworker or support provider <u>Foster Care Youth:</u> <ul style="list-style-type: none"> Written confirmation from social services agency Case notes Self-attestation Foster care agency referral transmittal Signed intake application or enrollment form Needs assessment Signed individual service strategy 	Yes

	Category 5	<u>Pregnant or Parenting Youth:</u> <ul style="list-style-type: none"> • Self-attestation • Case notes • Needs assessment • WIC eligibility verification • TANF single parent eligibility verification • Signed intake application or enrollment form 	Yes
	Category 6	<u>Youth who needs additional assistance:</u> <ul style="list-style-type: none"> • Self-attestation • Signed intake application or enrollment form • Case notes • Needs assessment • Signed individual service strategy 	Yes
	Category 7	Refer to Category 6 list above	Yes
Youth Program – Out-of-School	Category 1	<u>School Status at Participation:</u> <ul style="list-style-type: none"> • Cross-match with postsecondary education database • Copy of educational institution enrollment record • Applicable records from education institution (HED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Signed intake application or enrollment form • Electronic records • Self-attestation 	Yes
	Category 2	Refer to Category 1 list above	Yes
	Category 3	<u>Basic skills deficiency:</u> <ul style="list-style-type: none"> • CASAS pre-test score(s) 	No
	Category 4	<u>Offender:</u> <ul style="list-style-type: none"> • Documentation from the juvenile or adult criminal justice system • Written statement or referral document from a court or probation officer • Referral transmittal from a reintegration agency • Signed intake application or enrollment form • Case notes • Needs assessment • Self-attestation • Signed individual service strategy • Federal bonding program application 	Yes

	Category 5	<u>Homeless/Runaway youth or Foster Care</u> <u>Homeless individual and/or runaway youth:</u> <ul style="list-style-type: none"> • Self-attestation • Signed intake application or enrollment form • Written statement or referral transmittal from a shelter or social service agency • Needs assessment • Case notes • Signed individual service strategy • Letter from caseworker or support provider <u>Foster Care Youth:</u> <ul style="list-style-type: none"> • Written confirmation from social services agency • Case notes • Self-attestation • Foster care agency referral transmittal • Signed intake application or enrollment form • Needs assessment • Signed individual service strategy 	Yes
	Category 6	<u>Pregnant or Parenting Youth:</u> <ul style="list-style-type: none"> • Self-attestation • Case notes • Needs assessment • WIC eligibility verification • TANF single parent eligibility verification • Signed intake application or enrollment form 	Yes
	Category 7	<u>Disability:</u> <ul style="list-style-type: none"> • Self-attestation • School 504 records provided by student • Assessment test results 	Yes
	Category 8	<u>Youth who needs additional assistance:</u> <ul style="list-style-type: none"> • Self-attestation • Signed intake application or enrollment form • Case notes • Needs assessment • Signed individual service strategy 	Yes
Dislocated Worker Program	Category 1	<u>Date of Actual Qualifying Dislocation:</u> <ul style="list-style-type: none"> • Verification from employer • Rapid response list 	Yes

		<ul style="list-style-type: none"> • Notice of layoff • Public announcement with follow-up by cross-match with UI database • Self-attestation 	
	Category 2	Refer to Category 1 list above	Yes
	Category 3	Refer to Category 1 list above	Yes
	Category 4	<u>Displaced Homemaker:</u> <ul style="list-style-type: none"> • Self-attestation • Signed intake application or enrollment form • Cross-match with public assistance records • Copy of spouse's layoff notice • Copy of spouse's death record • Copy of spouse's permanent change of station (PCS) orders (for a military move or assignment) • Copy of divorce records • Copy of applicable court records • Copy of bank records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs assessment • Signed individual employment plan 	Yes
	Category 5 ⁴	<ul style="list-style-type: none"> • <u>DD-2648 (Pre separation Counseling Checklist) – Dislocated Service Member</u> • <u>Counseling statements indicating separation proceedings – Dislocated Service Member</u> • <u>Veterans Administration Release of Information Hospital Inquiry (VA ROI HINQ) – Dislocated Veteran</u> • <u>DD-214</u> • <u>Self-attestation</u> 	Yes
	Category 6	<u>Refer to Category 4 list above</u>	Yes

¹ Refer to [Section 7.2](#) and [TEGL 11-11 Change 2](#) for additional guidance on determining whether or not failure to register was knowing/willful.

² Selective Service Registration applies to youth who are 18 years of age or older, either at the time of enrollment or during participation (Refer to [Section 7.2](#)).

³ Income as an eligibility requirement for the Adult program is determined by the LWDB in alignment with Section ii.b of this attachment. Income as an eligibility requirement for youth does not apply to youth enrolled in the 5% window.

⁴ Per [Section 4.2](#), transitioning service members may qualify under the Dislocated Worker program even if a DD-214 has not been obtained. While these individuals may be *eligible* to receive WIOA Dislocated Worker services and funds, they are not veterans for the purposes of DOL reporting.