

## WIA Youth Eligibility & Verification Acceptable Source Documentation

ELIGIBILITY CRITERIA	VERIFICATION DOCUMENT	
<b>Age</b>  (Document must show birth date)	<ul style="list-style-type: none"> <li>• Birth Certificate or hospital record of birth</li> <li>• Drivers License or DMV Identification</li> <li>• Baptismal Certificate</li> <li>• Voter Registration Card</li> <li>• DD Form 214</li> <li>• Military ID</li> <li>• School Record</li> <li>• Local ID Card</li> </ul>	<ul style="list-style-type: none"> <li>• Alien Registration Card</li> <li>• Food Stamp Records or Medical Coupons</li> <li>• School ID (with birth date on it)</li> <li>• Naturalization Certificate</li> <li>• Public Assistance Records</li> <li>• US Passport</li> <li>• Native American Tribal Document(s)</li> <li>• Application for birth certificate</li> </ul>
<b>Citizenship or Eligible Non-Citizen</b>	<ul style="list-style-type: none"> <li>• Social Security Card*</li> <li>• Birth Certificate</li> <li>• Any form of documentation as defined by Immigration and Naturalization Service (INS) for work eligibility</li> </ul>	<ul style="list-style-type: none"> <li>• DD Form 214</li> </ul>
<b>Selective Service Registration</b>	<ul style="list-style-type: none"> <li>• Selective Service Registration Card</li> <li>• Receipt of registration</li> </ul>	<ul style="list-style-type: none"> <li>• On-line confirmation or Telephonic verification with Selective Service</li> <li>• DD Form 214 (Report of Transfer or Discharge)</li> </ul>
<b>Family Income and Family Size</b>	<ul style="list-style-type: none"> <li>• Pay Stubs</li> <li>• Employer Records</li> <li>• Public Assistance Award Letters</li> <li>• Proof of being a supported foster child</li> <li>• DSHS Verification</li> </ul>	<ul style="list-style-type: none"> <li>• Child Support Records</li> <li>• Proof of homeless status</li> <li>• Statement of support</li> <li>• Self-certification</li> </ul>
<b>Supported Foster Child</b>	<ul style="list-style-type: none"> <li>• Court contact</li> <li>• Statement from agency</li> </ul>	<ul style="list-style-type: none"> <li>• Public assistance printout</li> </ul>
<b>Homeless, Runaway, Lacking Affordable Housing</b>	<ul style="list-style-type: none"> <li>• Statement from temporary residence, shelter or Social Service agency</li> <li>• Self-certification</li> </ul>	<ul style="list-style-type: none"> <li>• Third party collateral statement</li> <li>• WIA Registration Form</li> </ul>
<b>Individual with Disabilities or Mental Health Issues</b>	<ul style="list-style-type: none"> <li>• Medical records</li> <li>• Physician's statement</li> <li>• Observable physical condition</li> <li>• Letter from drug or alcohol rehabilitation agency</li> </ul>	<ul style="list-style-type: none"> <li>• Psychological diagnosis</li> <li>• Vocational rehab letter</li> <li>• School verification form, IEP or 504</li> <li>• Social Service agency records</li> <li>• Self-certification</li> </ul>
<b>Gang Involvement</b>	<ul style="list-style-type: none"> <li>• Letter from counselor or Social Service agency</li> </ul>	<ul style="list-style-type: none"> <li>• Third party collateral statement</li> <li>• Self-certification</li> </ul>
<b>Offender/Court-involved</b>	<ul style="list-style-type: none"> <li>• Background check</li> <li>• Letter/form from justice system staff</li> <li>• WIA Registration Form</li> </ul>	<ul style="list-style-type: none"> <li>• Phone verification from justice system staff</li> <li>• Self-certification</li> </ul>
<b>Basic Skills Deficient</b>	<ul style="list-style-type: none"> <li>• CASAS or <i>TABE (TABE is only allowable for eligibility)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Letter/form from school that includes which standardized test is being referenced</li> </ul>
<b>School Dropout</b>	<ul style="list-style-type: none"> <li>• Release from school</li> <li>• Third party collateral statement</li> <li>• WIA Registration Form</li> </ul>	<ul style="list-style-type: none"> <li>• Self-certification</li> <li>• Statement from school official</li> </ul>
<b>Pregnant or Parenting</b>	<ul style="list-style-type: none"> <li>• Child's Birth Certificate or hospital record</li> <li>• Staff observation and self-certification</li> <li>• Child's baptismal record</li> </ul>	<ul style="list-style-type: none"> <li>• Public Assistance Award Letters</li> <li>• Child's social security card</li> </ul>
<b>Substance or Physical Abuse</b>	<ul style="list-style-type: none"> <li>• Records or statement from physician or agency</li> </ul>	<ul style="list-style-type: none"> <li>• Statement from Social Service agency</li> <li>• Self-certification</li> </ul>
<b>Lacking Positive Work History</b>	<ul style="list-style-type: none"> <li>• Employment references checked</li> <li>• Letter from DSHS (e.g. TANF)</li> <li>• Self-certification</li> </ul>	<ul style="list-style-type: none"> <li>• Letter from a Social Service agency</li> <li>• Third party collateral statement</li> </ul>
<b>Exhausted TANF Benefits</b>	<ul style="list-style-type: none"> <li>• Public Assistance Award Letters</li> </ul>	<ul style="list-style-type: none"> <li>• Letter from DSHS</li> </ul>
<b>At-Risk of Dropping Out</b>	<ul style="list-style-type: none"> <li>• Transcripts</li> <li>• Letter or verification form from school official</li> </ul>	<ul style="list-style-type: none"> <li>• Norm-referenced tests scores verification</li> </ul>

\*While Social Security Card documentation is one option for establishing citizenship, it is not the only option. It is strongly suggested that providers assist with obtaining this document as it is necessary for employment. Visual Inspection of Social Security Number from official document is necessary for MIS & Performance.

In addition to eligibility documentation the Department of Labor requires annual Data Validation to review acceptable source documentation of data elements. Reference Washington State WorkSource Systems Policies and Procedures: <http://www.wa.gov/esd/policies/systems.htm>