

Allowable Source Documentation for WIOA Title I Program Eligibility

Youth Eligibility Criteria	Documentation in File (one document per group required)	Data Validation (DEV)
Age/Birth Date	<ul style="list-style-type: none"> ▪ Birth certificate* ▪ Department of Transportation Identification Card* ▪ Driver's License* ▪ Passport ▪ Work permit (if not from Grantee or Administrative Entity) ▪ School I.D. or record (must include applicant's name, DOB or age which is valid at time of enrollment) ▪ Tribal records ▪ Baptismal record (only when other documents aren't available) ▪ DD-214; Certificate of release or Discharge from active duty ▪ Federal, state or local identification card record (must include applicant's name, DOB or age which is valid at time of enrollment) ▪ Public assistance/social service records record (must include applicant's name, DOB or age which is valid at time of enrollment) <p style="text-align: right;">*Preferred Verification method</p>	<ul style="list-style-type: none"> ▪ Same as items on the left
Citizenship Status/ Authorization to work in the U.S.	<ul style="list-style-type: none"> ▪ Social Security Card ▪ Original or certified copy of birth certificate ▪ Passport ▪ Voter registration card 	<ul style="list-style-type: none"> ▪ Not a data validation element

	<ul style="list-style-type: none"> ▪ Alien registration card indicating Right to Work ▪ Certification from Immigration and Naturalization Service ▪ Public assistance records 	
Selective Service Registration	<ul style="list-style-type: none"> ▪ Registration acknowledgement letter ▪ Registration acknowledgement card ▪ Telephone or Internet confirmation and record of registration number ▪ DD-214 <p>Selective Service registrant, non-registered, 26 years or older</p> <ul style="list-style-type: none"> ▪ Notation of the type of obvious handicap or a letter of determination from Selective Service ▪ Immigration documents verifying age at arrival 	<ul style="list-style-type: none"> ▪ Not a data validation element, however a DD-214 is required for eligible Veteran status when receiving individualized career services or training services
School Status at Participation In-School: attending school Out-of-School: not attending	<ul style="list-style-type: none"> ▪ Self-Certification <p>*Note: in WIA, some may have gathered documentation for eligibility; however it is not required in WIOA.</p>	<ul style="list-style-type: none"> ▪ Self-Certification ▪ When provided, educational institution records such as high school equivalency certificate, diploma, attendance record, transcripts, drop-out letter, or school documentation may be used
Low-Income Individual	<p>Low-income is required for all in-school youth and for out-of-school youth who has a secondary school diploma and:</p> <ul style="list-style-type: none"> ❖ is basic skills deficient ❖ an English language learner ❖ requires additional assistance to enter or complete an educational program or to secure or hold employment 	
Family Income: Determined when an individual received income,	<ul style="list-style-type: none"> ▪ Wage records ▪ Employer records or statement 	

<p>or is a member of a family that received income, for six-month period prior to application for the program that in relation to family size does not exceed the higher of poverty line or 70 percent of lower living standard income</p>	<ul style="list-style-type: none"> ▪ UI documentation ▪ Retirement records ▪ Self-employment income records ▪ Paycheck stubs 	
<p>TANF : Receives, or is a member of a family that receives, cash payments under the Temporary Assistance for Needy Families, which is a Federal income-based public assistance program</p>	<ul style="list-style-type: none"> ▪ Self-Certification <p>*if TANF participant-verify in case management system, no printed documentation needed; case note observation.</p>	<ul style="list-style-type: none"> ▪ Adult/DW basic career services only (core) self-certification is acceptable ▪ Cross match with public assistance TANF records when receiving individualized career services or training services
<p>Other Cash Public Assistance : Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program</p>	<ul style="list-style-type: none"> ▪ County records ▪ Human Services records ▪ Certification from appropriate agency ▪ Veterans Administration ▪ Human Services ID cards or public assistance card ▪ Human Services data management system (IABC) ▪ Housing authority verification ▪ Women, Infant and Children (WIC) verification 	<ul style="list-style-type: none"> ▪ Adult/DW basic career services only (core) self-certification is acceptable ▪ Cross match with public assistance TANF records when receiving individualized career services or training services ▪ Same as items on the left; including refugee assistance records
<p>SNAP : Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program</p>	<ul style="list-style-type: none"> ▪ Human services records ▪ Human services 	<ul style="list-style-type: none"> ▪ Adult/DW basic career services only (core) self-certification is acceptable ▪ Cross match with public assistance TANF records when receiving individualized career services or training services ▪ Same as items on the left

to be eligible to receive food assistance)		
Free or Reduced Price Lunch	<ul style="list-style-type: none"> ▪ Human Services Free Lunch Notice ▪ School record or letter 	<ul style="list-style-type: none"> ▪ Same as items on the left; TBD upon final rule
Youth living in a high poverty area	<ul style="list-style-type: none"> ▪ Piece of post-marked mail 	<ul style="list-style-type: none"> ▪ Same as items on the left; TBD upon final rule
Self-Employment	<ul style="list-style-type: none"> ▪ Business Records ▪ Local form, signed by an accountant or other appropriate official that lists receipts and expenses for prior 12 months 	<ul style="list-style-type: none"> ▪ Part of “Employment Status at Participation” data element; same as items on the left
Family Size * documentation is required if eligibility is based on income		
Family Two or more persons related by blood, marriage, or decree or court, who are living in a single residence	<ul style="list-style-type: none"> ▪ Lease* ▪ Most recent years tax return* ▪ Human Services records* ▪ Public housing records* ▪ Landlord contact* ▪ School Records * ▪ Case notes (must have verified status with appropriate entity) <p style="text-align: right;">*Preferred Verification method</p>	

<p>Family-of-One (Any individual who meets the criteria of any one of the following categories. Only the applicant’s income needs to be considered, however, they must still meet low income guidelines. Category and income must both be verified.)</p> <ul style="list-style-type: none"> ▪ An individual who has a verified, documented disability. ▪ A single, widowed, permanently separated, or divorced person, without one or more dependent children living in a single residence with that individual, and who is not a dependent child. ▪ A foster child on behalf of whom state or local government payments are made. ▪ A runaway youth who is separated from the family. ▪ An emancipated youth who is separated from the family. ▪ A court-adjudicated youth who is separated from the family. 	<ul style="list-style-type: none"> ▪ Medical Records ▪ Physician’s statement ▪ School record of disability determination ▪ Vocational rehabilitation letter ▪ Social Security disability records ▪ Worker's compensation record ▪ Social services records ▪ Psychologist diagnosis ▪ Veteran administration record ▪ Court record ▪ Case notes (must have verified status with appropriate entity) 	
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Youth Barriers	Youth must document one of the following seven barriers in addition to meeting one of the low-income criteria.	
Basic skills deficient (In-School and Out-of-School)	<p>In-School:</p> <ul style="list-style-type: none"> ▪ Transcript with a failing grade in a math or reading during the most recent academic year ▪ Standardized assessment ▪ School Records ▪ Case notes (must have verified status with appropriate entity) <p>Out-of-School:</p> <ul style="list-style-type: none"> ▪ Standardized assessment 	<ul style="list-style-type: none"> ▪ Same as items to the left; including case notes showing item was verified
English language learner (In-School and Out-of-School)	<ul style="list-style-type: none"> ▪ Letter from Adult Education and Literacy provider ▪ School records ▪ Case notes (must have verified status with appropriate entity) 	<ul style="list-style-type: none"> ▪ Not a data validation element
School dropout (Out-of-School)	<ul style="list-style-type: none"> ▪ Letter from school ▪ High school transcript 	<ul style="list-style-type: none"> ▪ Same as items to the left; including self-certification
Age of compulsory school attendance, but has not attended school for at least the most recent school year calendar quarter	<ul style="list-style-type: none"> ▪ Letter from school 	<ul style="list-style-type: none"> ▪ TBD upon final rule
Homeless or Runaway (In-School and Out-of-	<ul style="list-style-type: none"> ▪ Verification from a shelter or social services agency ▪ Written statement from individual providing residence 	<ul style="list-style-type: none"> ▪ Same as items to the left; including self-certification

School)	<ul style="list-style-type: none"> ▪ Shelter contact 	
Foster Child (In-School and Out-of-School)	<ul style="list-style-type: none"> ▪ Court documentation ▪ Verification from a social services agency 	<ul style="list-style-type: none"> ▪ Same as items to the left; including case notes showing item was verified
Pregnant or parenting youth (In-School and Out-of-School)	<ul style="list-style-type: none"> ▪ Physician's Statement ▪ Verification from a social services agency ▪ Birth certificate of the child ▪ Baptismal record of the child ▪ Self-Declaration, if obvious 	<ul style="list-style-type: none"> ▪ Same as items to the left; including self-certification
Offender (In-School and Out-of-School)	<ul style="list-style-type: none"> ▪ Court records ▪ Halfway house resident ▪ Letter of parole ▪ Letter from probation officer ▪ Electronic Records from state data system (such as Iowa Courts Online) ▪ Police records 	<ul style="list-style-type: none"> ▪ Same as items to the left; including self-certification
Individual with a disability (In-School and Out-of-School)	<ul style="list-style-type: none"> ▪ Medical Records ▪ Physician's statement ▪ School record of disability determination ▪ Vocational rehabilitation letter ▪ Social Security disability records ▪ Worker's compensation record ▪ Social services records ▪ Psychologist diagnosis ▪ Veteran administration record ▪ Case notes (must have verified status with appropriate entity) 	<ul style="list-style-type: none"> ▪ Same as items to the left; including self-certification

Requires additional assistance to complete educational program or to secure and hold employment (In-School and Out-of-School)	<ul style="list-style-type: none"> ▪ Local area plan ▪ Local area policy ▪ Individual service strategy ▪ WIOA intake form ▪ Case notes (must have verified status with appropriate entity) 	<ul style="list-style-type: none"> ▪ Same as items to the left; including self-certification
Additional Data Validation Elements		
Eligible Veteran Status		<ul style="list-style-type: none"> ▪ DD-214 ▪ cross match with veterans data ▪ a letter from the Veterans' Administration
Employment Status at Participation		<ul style="list-style-type: none"> ▪ Pay stub ▪ case notes showing information collected from participant
Enrolled in Education		<ul style="list-style-type: none"> ▪ Applicable records from education institution certifying enrollment ▪ Case notes with verification from education institution or training provider that the individual is enrolled in education
Attained Degree or Certificate		<ul style="list-style-type: none"> ▪ Transcripts ▪ Certificates ▪ Diploma ▪ Letter or other documentation from school system
Date Attained Degree or Certificate or Credential		<ul style="list-style-type: none"> ▪ Transcripts ▪ Certificates ▪ Diploma

		<ul style="list-style-type: none"> ▪ Letter or documentation from school system
Literacy/Numeracy Gains (category of assessment- ABE or ESL, type of assessment-CASAS or TABE, functional area-reading or math, dates-pre-test/pots-test and attainment)		<ul style="list-style-type: none"> ▪ Test Records ▪ Transcripts ▪ School/Employer Notification or documentation ▪ State MIS ▪ Case notes
Skill Attainment Goals (type, date set, attainment-yes/no, date attained)		<ul style="list-style-type: none"> ▪ Test Records ▪ Transcripts ▪ School/Employer Notification or documentation ▪ State MIS ▪ Case notes