



Customer Eligibility Document Checklist for WIOA Adults

To determine eligibility, applicants must provide one document from each category, or one document that covers multiple categories. All documents must be current within 60 days of application date. Funded training services are not guaranteed but are based on participant need determined through assessments and staff interview.

INFORMATION BEING VERIFIED		ACCEPTABLE DOCUMENTATION	
Photo ID	<input type="checkbox"/> Unexpired Driver's License / Unexpired Federal, State, or Local Government ID <input type="checkbox"/> U.S. Passport (<i>Unexpired</i>)	<input type="checkbox"/> Recent School ID Card	
Prince George's County Residency	<input type="checkbox"/> Unexpired Driver's License or State Issued ID (<i>Must show current address</i>) <input type="checkbox"/> Current* Utility Bill (<i>Electric, Gas and/or Water</i>) <input type="checkbox"/> Voters Registration	<input type="checkbox"/> Current computer printout or letter from Government Agency <input type="checkbox"/> Current Lease / Mortgage / Note from Shelter	
Citizenship	<input type="checkbox"/> U.S. Birth Certificate / Baptismal Certificate / Hospital Record of Birth / Consular Report of Birth Abroad <input type="checkbox"/> U.S. Passport (<i>Unexpired</i>) / Foreign Passport Stamped Eligible to Work (<i>Unexpired</i>) <input type="checkbox"/> Public Assistance Records <input type="checkbox"/> Native American Tribal Records <input type="checkbox"/> Permanent Resident Card (<i>Print front and back</i>)	<input type="checkbox"/> Naturalization Certification <input type="checkbox"/> DD-214, Report of transfer or Discharge (<i>if birthplace is shown</i>) <input type="checkbox"/> Alien Registration Card indicating Right to Work (<i>INS Forms I-151, I-94, I-94A, I-197, I-179, I-766</i>) <input type="checkbox"/> Voter's Registration Card	
Social Security Number <small>*If SSN is listed</small>	<input type="checkbox"/> Social Security Card <input type="checkbox"/> Passport <input type="checkbox"/> Military ID / Other Federal or State ID with SSN <input type="checkbox"/> DD-214, Report of Transfer or Discharge* <input type="checkbox"/> Employment Records* / Paystub*	<input type="checkbox"/> Social Security Administration NUMI Printout <input type="checkbox"/> Internal Revenue Service (IRS) Form Letter 1722 <input type="checkbox"/> W-2 Form <input type="checkbox"/> Unemployment Insurance (UI) Records	
Date of Birth	<input type="checkbox"/> U.S. Birth Certificate / Baptismal Record / Hospital Record of Birth <input type="checkbox"/> Unexpired Driver's License / Unexpired Federal, State, or Local Government ID <input type="checkbox"/> U.S. Passport (<i>Unexpired</i>) <input type="checkbox"/> Public Assistance / Social Security Records	<input type="checkbox"/> School Records / School ID Card (<i>if DOB is shown</i>) <input type="checkbox"/> DD-214, Report of Transfer or Discharge <input type="checkbox"/> Work Permit <input type="checkbox"/> Family Bible	
Selective Service Registration <small>*Mandatory for males born on or after 1/1/1960</small>	<input type="checkbox"/> N/A <input type="checkbox"/> Selective Service Documentation / sss.gov verification	<input type="checkbox"/> DD-214, Report of Transfer or Discharge <input type="checkbox"/> Stamped Post Office Receipt of Registration	
Veterans Status	<input type="checkbox"/> N/A <input type="checkbox"/> DD-214, Report of Transfer or Discharge <input type="checkbox"/> Veterans Administration Letter	<input type="checkbox"/> Department of Defense Records <input type="checkbox"/> Veterans Service Database Records	
Employment Status	<input type="checkbox"/> Paystubs (<i>last six months of family income prior to date of application</i>) <input type="checkbox"/> Letter of Termination / notice of layoff <input type="checkbox"/> Unemployment Insurance (UI) Records	<input type="checkbox"/> Displaced Homemaker <input type="checkbox"/> Insurance Claims / Court Documents (<i>self-employed</i>)	
Education Status <small>*Highest Grade Completed</small>	<input type="checkbox"/> Applicable records from Education institute (GED certificate, diploma, attendance record, transcripts, report card, dropout letter, enrollment record or school documentation)	<input type="checkbox"/> Electronic Records <input type="checkbox"/> Cross-match with Post-Secondary Education Database	
Proof of Family Size	<input type="checkbox"/> Dependents Birth Certificate <input type="checkbox"/> Marriage Certificate / Divorce Decree <input type="checkbox"/> Medical Card <input type="checkbox"/> Most recent tax return	<input type="checkbox"/> Public Assistance / Social Service Agency Records <input type="checkbox"/> Statement from publicly supported 24-hour care facility <input type="checkbox"/> Current lease / landlord statement / public housing authority (if resident is in or on waiting list)	
Proof of Public Assistance <small>*Provide all that apply</small>	<input type="checkbox"/> N/A <input type="checkbox"/> Public Assistance Eligibility Verification	<input type="checkbox"/> TANF / SNAP / General Assistance / SSI / SSDI / Refugee Award Letter or Records	
BARRIERS TO EMPLOYMENT (Choose all that apply)			
Low Income	<input type="checkbox"/> N/A <input type="checkbox"/> Housing Authority Verification <input type="checkbox"/> Quarterly Estimated Tax for Self-Employed Persons <input type="checkbox"/> Public Assistance Records / Eligibility Verification / PA Check <input type="checkbox"/> VA / Compensation / Court Award Letter <input type="checkbox"/> Employer Statement / Contract <input type="checkbox"/> Social Security Benefits <input type="checkbox"/> Pension Statement <input type="checkbox"/> Paystubs / Bank Statement <input type="checkbox"/> Family / Business Financial Records <input type="checkbox"/> Unemployment Insurance Records	Displaced Homemaker	<input type="checkbox"/> N/A <input type="checkbox"/> Divorce decree or legal separation <input type="checkbox"/> Spouse's death record/Death Certificate <input type="checkbox"/> Employer Statement/Layoff Notice <input type="checkbox"/> Notarized statement from family member or ex-spouse of non-support <input type="checkbox"/> Applicant Statement and Unemployment Wage Record <input type="checkbox"/> Application Statement of the continuous effort to seek employment and a recent job search that shows a minimum of ten (10) employer contacts documenting that a reasonable effort has been made to obtain employment <input type="checkbox"/> In-depth assessment with case manager <input type="checkbox"/> Copy of bank records showing financial dependence on spouse, or separate individual income support or no employment income earned <input type="checkbox"/> Copy of spouse's permanent change of station (PCS) orders <input type="checkbox"/> Court Records <input type="checkbox"/> Cross match with Public Assistance Records <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Signed Individual Employment Plan <input type="checkbox"/> Signed Intake Application
Basic Skills Deficient / Low Levels of Literacy	<input type="checkbox"/> N/A <input type="checkbox"/> Assessment Test Results <input type="checkbox"/> Applicable Records from Educational Institution (<i>Transcripts or other school documentation</i>)	Disability	<input type="checkbox"/> N/A <input type="checkbox"/> School 504 Records <input type="checkbox"/> Assessment Test Results <input type="checkbox"/> Self-Attestation
Homeless	<input type="checkbox"/> N/A <input type="checkbox"/> Written statement or referral transmittal from shelter or social service agency <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Signed Individual Service Strategy <input type="checkbox"/> Letter from caseworker to support provider <input type="checkbox"/> Signed Intake Application	English Language Learner	<input type="checkbox"/> N/A <input type="checkbox"/> Assessment Test Results <input type="checkbox"/> Applicable Records from Educational Institution (<i>Transcripts or other school documentation</i>) <input type="checkbox"/> Signed Intake Application
Juvenile or Adult Justice System Involved	<input type="checkbox"/> N/A <input type="checkbox"/> Documentation from Juvenile or Adult Criminal Justice System <input type="checkbox"/> Documented phone call with court or probation representative <input type="checkbox"/> Signed Intake Application	Parenting	<input type="checkbox"/> N/A <input type="checkbox"/> WIC / TANF Eligibility Verification <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Signed Intake Application <input type="checkbox"/> Signed Individual Service Strategy
BARRIERS TO EMPLOYMENT (Verifiers not required - choose all that apply)			
<input type="checkbox"/> Cultural Barrier <input type="checkbox"/> Migrant/Seasonal Farmworker	<input type="checkbox"/> Within two years of exhausting lifetime eligibility of TANF <input type="checkbox"/> In or aged out of foster care system	<input type="checkbox"/> Native American, Alaskan American, & Hawaiian Native <input type="checkbox"/> Long-term Unemployed (more than 27 weeks)	
The WIOA definition for family is: two people related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: • A married couple & dependent children • A parent/ guardian & dependent children • A married couple	Family Size	Gross 6-Month Income	Maximum Annual Income
	1	\$13,794	\$27,589
	2	\$22,606	\$45,212
	3	\$31,020	\$62,059
	4	\$38,302	\$76,605
	5	\$45,204	\$90,409
6	\$52,867	\$105,735	
Each additional member	\$7,662	\$15,324	
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Income includes wages, tips, compensation, self-employment, farm income (net-after business expenses/deductions), lifetime pensions, military retirement, SS Old Age/Survivor Benefits, alimony, worker's compensation, short- and long-term disability, child support, unemployment benefits, and social security disability Income does not include SSI, TCA, public assistance (SNAP, TANF, refugee cash assistance and general assistance), foster care payments, military active-duty earnings/military disability earnings, educational financial assistance from Title IV and needs-based payments Employed individuals must meet WIOA income guidelines			
Additional Steps Required by Participant: <small>*Required in certain instances</small>	<input type="checkbox"/> Register in the Maryland Workforce Exchange (MWE) <input type="checkbox"/> Create Resume in MWE's Resume Tab <input type="checkbox"/> Complete Objective Assessment + Record if applicable in Assessment Tab <input type="checkbox"/> Complete MWE Work Interest Assessment (optional) <input type="checkbox"/> Complete Occupational Research Assignment (optional at enrollment)	Complete all documents provided by staff: <input type="checkbox"/> Pre-Screening Form <input type="checkbox"/> Eligibility Determination Application <input type="checkbox"/> Authorization to Verify Progress, Employment, or Education <input type="checkbox"/> Media Release Form* <input type="checkbox"/> Applicant Statement Form*	
Additional Resources:	Maryland Department of Labor Policy Issuances	Prince George's County Workforce Development Board Policies	