

Allowable Source Documentation for WIOA Program Eligibility

Adult Verification Items by Service Level

Adult Eligibility Criteria	Documentation in File (one document per group required)
Age/Birth Date	<p>Basic Career Service Triggering Participation, Individualized Career Service or Training:</p> <ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214; transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license ▪ Federal, State, local or Tribal Identification Card ▪ Passport ▪ Work permit ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ School record or ID cards ▪ Cross-match with State Agency Records ▪ Justice System Records ▪ Selective Service Registration ▪ Signed letter from a parent or guardian ▪ Medical records ▪ JFS 13186, <u>Self-Attestation</u> ▪ Family Bible
Citizenship Status/ Authorization to Work in the US	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13187, <u>Citizenship Status/Authorization to Work Self-Attestation</u> ▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document ▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S. ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.

Selective Service Registration	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Selective Service card ▪ Verification from the Selective Service web site: https://www.sss.gov/ ▪ Letter from Selective Service (call 847-688-6888 to request) ▪ Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual
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Adult Eligibility Criteria	Documentation in File
Adults Low-Income	Priority is given to adult participants receiving an individualized career service or training service who are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient
1. 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>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Cross-match with TANF public assistance records via state MIS system ▪ TANF eligibility verification ▪ TANF Period of Benefit receipt verification ▪ Referral transmittal from TANF
2. 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 (includes refugee assistance and other cash public assistance)	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Copy of authorization to receive cash public assistance ▪ Verification by the public assistance agency ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ Refugee assistance records ▪ Verification from the refugee assistance provider ▪ Medical card showing cash grant status ▪ Copy of public assistance check
3. Family Income – Determined when an individual received income, 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	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u>, only in cases when an individual has no income or receives very little undocumented income; the statement should include some description of how the applicant has been supported in the past six months ▪ Pay stubs ▪ Family or business financial records ▪ Quarterly estimated tax for self-employed persons ▪ Alimony agreements ▪ Award letter from Veterans Affairs

Adult Eligibility Criteria	Documentation in File
<p>or 70 percent of lower living standard income (see workforce glossary for list of includable/ excludable income)</p>	<ul style="list-style-type: none"> ▪ Employer statement of earnings ▪ Compensation award letters ▪ Social Security retirement benefits letter ▪ Pension statement ▪ Bank statements ▪ Court award letter ▪ 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 <ul style="list-style-type: none"> ▪ Unemployment Insurance documents ▪ Low-income Housing Authority verification ▪ Documentation of Child Support ▪ Documentation of Old-Age or Survivors Insurance benefits ▪ Copy of Authorization to Receive Cash Public Assistance
<p>4. Supplemental Nutrition Assistance Program (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 involved to be eligible to receive) SNAP</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Verification by the public assistance agency ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ Documentation of SNAP Benefit Receipt ▪ SNAP eligibility verification ▪ Referral transmittal from SNAP
<p>5. Supplemental Security Income program (SSI) – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SSI</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ Copy of authorization to receive SSI ▪ Referral transmittal from Social Security Administration (SSA) ▪ SSI/SSDI eligibility verification ▪ Cross-match with SSA Database

Adult Eligibility Criteria	Documentation in File
<p>Employed Adults</p>	<p>If an individual is being considered for training services and is employed, local areas must determine if the applicant is self-sufficient before providing those services, based on the local definition established by the Workforce Development Board</p>

Adult Eligibility Criteria	Documentation in File
<p>Self-Sufficiency – Documentation is based on the local definition of self-sufficiency</p>	<p>Training: If the local self-sufficiency policy is based on income:</p> <ul style="list-style-type: none"> ▪ Pay stubs ▪ Employer statement of earnings ▪ Compensation award letters ▪ Social Security retirement benefits letter ▪ Pension statement ▪ Bank statements if the income is received by direct deposit ▪ Court award letter ▪ Family or business financial records ▪ Quarterly estimated tax for self-employed persons ▪ Alimony agreements

Dislocated Worker Eligibility Criteria and Documentation by Service Level

Dislocated Worker Eligibility Criteria	Documentation in File (one document per group required)
<p>Age/Birth Date</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214; transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license ▪ Federal, State, local or Tribal Identification Card ▪ Passport ▪ Work permit ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ School record or ID cards ▪ Cross-match with State Agency Records ▪ Justice System Records ▪ Selective Service Registration ▪ Signed letter from a parent or guardian ▪ Medical records ▪ JFS 13186, <u>Self-Attestation</u> ▪ Family Bible

Dislocated Worker Eligibility Criteria	Documentation in File (one document per group required)
Citizenship Status/ Authorization to Work in the US	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13187, <u>Citizenship Status/Authorization to Work Self-Attestation</u> ▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document ▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S. ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.
Selective Service Registration	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Selective Service card ▪ Verification from the Selective Service web site: https://www.sss.gov/ ▪ Letter from Selective Service (call 847-688-6888 to request) ▪ Documentation that failure was not willful and knowing if an applicant failed to register or too old to register and approval to serve individual ▪
Date of Dislocation	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Verification from employer ▪ Rapid response list ▪ Notice of public announcement with follow-up cross-match with Unemployment Insurance (UI) ▪ Notice of layoff ▪ Determination of Unemployment Compensation Benefits letter

Dislocated Worker Eligibility Criteria	Documentation in File All dislocated workers must be within one of the following categories (one document per group required)
A. Terminated or laid off, or received a notice of termination or layoff from employment (If dislocated workers are RESEA/UCRS eligible, they only have to document number 5 below. If dislocated workers are not RESEA/UCRS eligible, they must document numbers 1, 2, 3 and 4 to document the eligibility criteria.)	
1. Proof of employment with layoff employer	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u>

Dislocated Worker Eligibility Criteria	<p style="text-align: center;">Documentation in File</p> <p style="text-align: center;">All dislocated workers must be within one of the following categories (one document per group required)</p>
	<ul style="list-style-type: none"> ▪ Pay stub ▪ Letter from employer ▪ UI award if names of both company and participant are stated ▪ DD214 ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification ▪ For Trade Eligible – ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard
<p>2. Proof of termination or layoff</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Layoff letter from employer ▪ Employer contact: phone or electronic verification ▪ Individual's name on a WARN notice ▪ UI award letter or check ▪ For Trade Eligible - ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard ▪ DD214 if dislocation is based on the participant discharge from the military ▪ Military orders if the participant is a military spouse and the dislocation is based on the service member permanent change of military station¹
<p>3. Receipt of unemployment insurance (current receipt or exhausted UI)</p> <p>or</p> <p>Proof of attachment to the workforce, but UI ineligible due to insufficient earnings or services not covered by UI law</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ UI award letter ▪ Phone or email verification with ODJFS UI staff ▪ UI check ▪ UI direct deposit or UI Visa debit card verification ▪ Cross-match to State UI Database ▪ Cross-match to State MIS Database ▪ Referral transmittal by RESEA or WPRS ▪ For Trade Eligible - ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard ▪ JFS 13186, <u>Self-Attestation</u> ▪ UI denial letter

¹ Military spouses can be served under the dislocated worker category if the spouse is unable to continue an employment due to the service member's permanent change of military stations, or if the spouse loses employment as a result of discharge from the military. The spouse must also satisfy "unlikely to return to previous industry of occupation."

Dislocated Worker Eligibility Criteria	<p style="text-align: center;">Documentation in File</p> <p style="text-align: center;">All dislocated workers must be within one of the following categories (one document per group required)</p>
	<ul style="list-style-type: none"> ▪ Pay stub showing insufficient earnings to date ▪ Letter from employer noting not subject to UI law ▪ Employer contact: phone or electronic verification that services are not subject to UI law ▪ Phone verification with ODJFS UI staff ▪ DD214 if dislocation is based on the participant discharge from the military
<p>4. Unlikely to return to previous industry or occupation</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Local approval letter/form based on local LMI data and local conditions ▪ Printout screen shots from state or local LMI data ▪ Printout of O*Net screen shot ▪ Printout of state in-demand list ▪ Other appropriate documentation based on local definition ▪ For Trade Eligible - ARIES screen shot of the “Customer Eligibility and Enrollment Tab” on customer’s dashboard
<p>5. Has been identified as meeting the criteria for RESEA selection</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ UI letter to claimant ▪ Phone verification with ODJFS UI staff ▪ Printout of RESEA selection pool ▪ Work search plan ▪ Screen shot of the presence of RESEA services in ARIES
<p>B. Plant closure or substantial layoff (An individual must be in each of the three sub-categories below.)</p>	
<p>I. Terminated or laid off, or received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise (Must document each of the following three categories to document the eligibility criteria.)</p>	
<p>1. Proof of employment with an employer that closed or is experiencing substantial layoffs</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Pay stub ▪ Letter from employer ▪ UI award if names of both company and participant are stated ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification

Dislocated Worker Eligibility Criteria	<p style="text-align: center;">Documentation in File All dislocated workers must be within one of the following categories (one document per group required)</p>
<p>2. Proof of termination or layoff</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Layoff letter from the employer ▪ UI award if names of both company and participant are stated ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification
<p>3. Proof of closure or substantial layoff</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Employer notice ▪ WARN notice ▪ Employer contact: phone or electronic verification ▪ News article/general announcement
<p>II. Is employed at a facility at which the employer has made a public announcement that such facility will close within 180 days (Must document <u>both</u> of the following two categories to document the eligibility criteria.)</p>	
<p>1. Proof of employment in closing facility</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Pay stub ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Letter from employer ▪ Individual's name on a WARN notice ▪ Employer contact: phone or electronic verification
<p>2. Proof of a public announcement of closure within 180 days</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ Employer notice ▪ WARN notice ▪ Employer contact: phone or electronic verification ▪ News article/general announcement
<p>III. For purposes of eligibility to receive services <u>other than</u> training services described in Section 134(c)(3), career services described in Section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a <u>general</u> announcement that such facility will close (Must document <u>both</u> of the following two categories to document the eligibility criteria.)</p>	
<p>1. Proof of employment at closing facility</p>	<p>Basic Career Service Triggering Participation and Individualized Career Service:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Pay stub ▪ Bank statements if direct deposit is used and the name of the employer is stated ▪ Letter from employer ▪ Individual's name on a WARN notice

Dislocated Worker Eligibility Criteria	<p style="text-align: center;">Documentation in File</p> <p style="text-align: center;">All dislocated workers must be within one of the following categories (one document per group required)</p>
<p>2. Proof of announcement</p>	<ul style="list-style-type: none"> ▪ Employer contact: phone or electronic verification <p>Basic Career Service Triggering Participation and Individualized Career Service:</p> <ul style="list-style-type: none"> ▪ Employer notice ▪ News article/media announcement ▪ Employer contact: phone or electronic verification ▪ WARN notice
<p>C. Self-employed individual, including employment as a farmer, rancher, or fisherman, but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters (Must document both of the following two categories to document the eligibility criteria.)</p>	
<p>1. Evidence of self-employment</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Business license or permits ▪ IRS forms ▪ Other evidence of self-employment
<p>2. Evidence of business closure</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Chapter 7 or Chapter 11 bankruptcy published in newspaper, with the date shown ▪ Evidence of business failure of supplier or customer ▪ Insurance claims, or other proof of income loss ▪ Disaster insurance claim ▪ Federal or state declaration of disaster
<p>D. Displaced homemaker, an individual who has been providing unpaid services to family members in the home</p>	
<p>An individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty obtaining or upgrading employment</p>	<p>Basic Career Service Triggering Participation, Individualized Career Service, or Training:</p> <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Court records ▪ Divorce documents ▪ Bank records ▪ Public assistance records ▪ Spouse's layoff notice ▪ Spouse's death record ▪ State MIS ▪ Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) ▪ Intake Application or Enrollment Form ▪ Needs Assessment ▪ Individual Employment Plan ▪ Cross-match with public assistance records

Dislocated Worker Eligibility Criteria	Documentation in File All dislocated workers must be within one of the following categories (one document per group required)
E. Military Spouse	
Spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty state of such member	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ DD214 if dislocation is based on the participant discharge from the military ▪ Military orders if the participant is a military spouse and the dislocation is based on the service member permanent change of military station²
Spouse of a member of the Armed Forces who meets the criteria of a displaced homemaker who is unemployed or underemployed and is experiencing difficulty obtaining or retaining employment	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ DD214 if dislocation is based on the participant discharge from the military ▪ Military orders if the participant is a military spouse and the dislocation is based on the service member permanent change of military station³

Youth Eligibility Criteria and Documentation

Youth Eligibility Criteria	Documentation in File (one document per group required)
Age/Birth Date	<ul style="list-style-type: none"> ▪ Birth certificate ▪ Baptismal record if date of birth is shown ▪ DD214; transfer or discharge paper ▪ Hospital record of birth ▪ Driver's license <ul style="list-style-type: none"> ▪ Work permit ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ School record or ID cards

² Military spouses can be served under the dislocated worker category if the spouse is unable to continue an employment due to the service member's permanent change of military stations, or if the spouse loses employment as a result of discharge from the military. The spouse must also satisfy "unlikely to return to previous industry of occupation."

³ Military spouses can be served under the dislocated worker category if the spouse is unable to continue an employment due to the service member's permanent change of military stations, or if the spouse loses employment as a result of discharge from the military. The spouse must also satisfy "unlikely to return to previous industry of occupation."

Youth Eligibility Criteria	Documentation in File (one document per group required)
	<ul style="list-style-type: none"> ▪ Federal, State, local or Tribal Identification Card ▪ Passport ▪ Selective Service Registration ▪ Signed letter from a parent or guardian ▪ Cross-match with State Agency Records ▪ Justice System Records ▪ Medical records ▪ JFS 13186, Self-Attestation ▪ Family Bible
Citizenship Status/ Authorization to Work in the US	<ul style="list-style-type: none"> ▪ JFS 13187, <u>Citizenship Status/Authorization to Work Self-Attestation</u> ▪ U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document ▪ U.S. Social Security card issued by the Social Security Administration (other than a card stating not valid for employment), Certificate of Birth Abroad issued by the U.S. Department of State, birth certificate issued by a state, county, municipal authority or outlying possession of the U.S., U.S. citizen ID card, ID card for use of Resident Citizens in the U.S. ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ Any of the unexpired document or combination of documents allowed by the federal I-9 form.
Selective Service Registration	<ul style="list-style-type: none"> ▪ Selective Service card ▪ Verification from the Selective Service web site: https://www.sss.gov/ ▪ Letter from Selective Service (call 847-688-6888 to request) ▪ Documentation that failure was not willful and knowing, if an applicant failed to register or too old to register and approval to serve individual
School Status at Participation	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Applicable records from educational institution ▪ WIOA intake/enrollment forms ▪ State MIS ▪ Electronic records ▪ Case notes
Receipt of High School Diploma	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ School records ▪ Diploma ▪ Letter or other documentation from school system ▪ WIOA intake/enrollment forms ▪ Case notes ▪ Electronic records

Youth Eligibility Criteria	Documentation in File	
Low-Income Individual	Low-income is required for all in-school youth and for out-of-school youth who has a secondary school diploma and is basic skills deficient (or an English language learner), or requires additional assistance to enter or complete an education program or to secure or hold employment	
1. 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	<ul style="list-style-type: none"> ▪ Cross-match with TANF public assistance records via state MIS system ▪ TANF eligibility verification ▪ TANF period of benefit receipt verification ▪ Referral transmittal from TANF 	
2. 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 (includes refugee assistance and other cash public assistance)	<ul style="list-style-type: none"> ▪ Copy of authorization to receive cash public assistance ▪ Verification by the public assistance agency ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ Verification from the refugee assistance provider ▪ Refugee assistance records ▪ Verification from the refugee assistance provider ▪ Medical card showing cash grant status ▪ Copy of public assistance check 	
3. Family Income – Determined when an individual received income, 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 (see workforce glossary for list of includable/ excludable income)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u>, only in cases when an individual has no income or receives very little undocumented income; the statement should include some description of how the applicant has been supported in the past six months ▪ Pay stubs ▪ Employer statement of earnings ▪ Compensation award letters ▪ Social Security retirement benefits letter ▪ Copy of Authorization to Receive Cash Public Assistance ▪ Cross-match with Public Assistance Records ▪ Cross-match with UI Wage Records ▪ Pension statement ▪ Bank statements ▪ Court award letter ▪ Family or business financial records ▪ Quarterly estimated tax for self-employed persons ▪ Alimony agreements ▪ Award letter from Veterans Affairs ▪ Unemployment Insurance documents ▪ Low-income Housing Authority verification ▪ Documentation of child support payments ▪ Copy of Public Assistance Check ▪ Public Assistance Eligibility Verification ▪ Cross-match with Refugee Assistance Records 	

Youth Eligibility Criteria	Documentation in File
4. Supplemental Nutrition Assistance Program (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 involved to be eligible to receive) SNAP	<ul style="list-style-type: none"> ▪ Verification by the public assistance agency ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ Copy of authorization to receive SNAP ▪ SNAP eligibility verification ▪ Documentation of SNAP benefit receipt ▪ Referral transmittal from SNAP
5. Supplemental Security Income program (SSI) – Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) SSI	<ul style="list-style-type: none"> ▪ Verification by the public assistance agency ▪ Cross-match with public assistance records via state MIS system ▪ Other public assistance records (Ohio Benefit Worker Portal printout) ▪ SSI/SSDI receipt of Benefits Verification ▪ Referral transmittal from SSA ▪ SSI/SSDI eligibility verification ▪ Cross match with SSA database
6. Free or Reduced-Price Lunch	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Approval Letter ▪ Completed Application
7. Youth living in a high-poverty area	<ul style="list-style-type: none"> ▪ www://FactFinder.census.gov/ (For directions for using this website and determining a high-poverty area, consult USDOL Training and Employment Guidance Letter (TEGL) No. 21-16)

Youth Eligibility Criteria	Documentation in File		
Youth Barriers	Youth must document one of the following barriers.		
1. Basic skills deficient (<i>In-School and Out-of-School</i>)	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>In-School</u> <ul style="list-style-type: none"> ▪ Standardized assessment test ▪ School records ▪ Case notes </td> <td style="width: 50%; vertical-align: top;"> <u>Out-of-School</u> <ul style="list-style-type: none"> ▪ Standardized assessment test </td> </tr> </table>	<u>In-School</u> <ul style="list-style-type: none"> ▪ Standardized assessment test ▪ School records ▪ Case notes 	<u>Out-of-School</u> <ul style="list-style-type: none"> ▪ Standardized assessment test
<u>In-School</u> <ul style="list-style-type: none"> ▪ Standardized assessment test ▪ School records ▪ Case notes 	<u>Out-of-School</u> <ul style="list-style-type: none"> ▪ Standardized assessment test 		
2. English language learner (<i>In-school and Out-of-School</i>)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ School records 		

Youth Eligibility Criteria	Documentation in File
Youth Barriers	Youth must document one of the following barriers.
	<ul style="list-style-type: none"> ▪ Case notes ▪ Assessment Test Results ▪ WIOA intake/enrollment forms ▪ Individual Service Strategy
3. School dropout (<i>Out-of-School</i>)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Applicable records from educational institution ▪ State MIS ▪ WIOA intake/enrollment forms ▪ School board verification of dropout status ▪ Dropout Letter ▪ Case notes ▪ Electronic records
4. Not attending school (<i>Out-of-School</i>)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ School records ▪ Court documents ▪ Diploma ▪ Letter or other documentation from school system ▪ WIOA intake/enrollment forms ▪ Case notes ▪ Electronic records ▪
5. Homeless or Runaway (<i>In-School and Out-of-School</i>)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Verification from a shelter or social services agency ▪ Written statement from individual providing residence ▪ WIOA intake/enrollment forms ▪ Needs assessment ▪ Case notes ▪ Individual Service Strategy ▪ A letter from caseworker or support provider

Youth Eligibility Criteria	Documentation in File
Youth Barriers	Youth must document one of the following barriers.
6. Foster Child or Emancipated Foster Child (<i>In-School and Out-of-school</i>)	<ul style="list-style-type: none"> ▪ Case notes ▪ Verification from a social services agency ▪ JFS 13186, <u>Self-Attestation</u> ▪ Foster Care Agency referral transmittal ▪ WIOA intake/enrollment forms ▪ Needs assessment ▪ Individual Service Strategy
7. Pregnant or parenting youth (<i>In-school and Out-of-school</i>)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Physician's statement ▪ Birth certificate if parenting ▪ Baptismal record ▪ Case notes ▪ Verification with social service agency ▪ Individual Service Strategy ▪ Needs assessment ▪ WIC eligibility verification ▪ TANF single parent eligibility verification ▪ WIOA intake/enrollment forms
8. Offender (<i>In-school or Out-of-School</i>)	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ WIOA intake/enrollment forms ▪ Court records ▪ Halfway house resident records ▪ Letter of parole ▪ Letter from probation officer ▪ Police records ▪ Federal Bonding Program application ▪ Needs Assessment ▪ Individual Service Strategy ▪ Direct referral from Juvenile Justice System or Adult Criminal Justice System ▪ Parole or probation officer ▪ Verification from the Justice System ▪ Case notes ▪ Justice System records

Youth Eligibility Criteria	Documentation in File
Youth Barriers	Youth must document one of the following barriers.
9. Individual with a disability <i>(In-school and Out-of-School)</i>	<ul style="list-style-type: none"> ▪ School 504 Records provided by Student ▪ JFS 13186, <u>Self-Attestation</u> ▪ Letter from drug or alcohol rehabilitation agency ▪ Medical records ▪ Physician's statement ▪ Case notes ▪ Psychologist diagnosis ▪ Social Security disability records ▪ School record of disability determination ▪ Social services records ▪ Veterans Affairs award letter ▪ Vocational rehabilitation letter ▪ Worker's compensation record School Individualized Education Program (IEP) record ▪ Assessment test results
10. Require additional assistance to complete educational program or to secure and hold employment <i>(In-School and Out-of-School)</i>	<ul style="list-style-type: none"> ▪ JFS 13186, <u>Self-Attestation</u> ▪ Local area plan ▪ Local area policy ▪ Individual service strategy ▪ Case notes ▪ WIOA intake/enrollment forms ▪ State MIS ▪ Needs assessment

Data Element Documentation

Some individual data elements that are not related to eligibility must be documented due to federal reporting requirements (when applicable).

Data Element Validation	Documentation in File (one document per group required)
Veteran status	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ DD214 ▪ Cross-match with Veteran Service Database ▪ Letter from U.S. Department of Veterans Affairs ▪ NGB- 22 documenting Title 10 federal active-duty service ▪ JFS 13186, <u>Self-Attestation</u> ▪ State MIS
Employment status at participation	Basic Career Service Triggering Participation, Individualized Career Service, or Training: <ul style="list-style-type: none"> ▪ Case notes ▪ Pay stub ▪ Bank statements ▪ JFS 13186, <u>Self-Attestation</u> ▪ State MIS
Individual with a Disability	<ul style="list-style-type: none"> ▪ School 504 Records Provided by Student ▪ Assessment Test Results ▪ School Individualized Education Program (IEP) record ▪ JFS 13186, <u>Self-Attestation</u>