

**COMPARISON OF WIA ELIGIBILITY & VERIFICATION CHECKLIST AND VOS APPLICATION
"VERIFY" SELECTIONS**

WIA Eligibility & Verification Checklist	VOS Verify
ELIGIBILITY	
<p>Family Size Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Court Decree • Disabled (Family of 1) • Landlord Statement • Lease (if family size is given) • Native American Tribal Document • Public Assistance/Social Service Agency Records • Public Housing authority (if resident or on waiting list) • Written Statement from Publicly Supported 24 Hour Facility • Self Attestation 	<p>Family Size Verification</p> <ul style="list-style-type: none"> • Public Assistance/social service agency records • Birth certificates • Decree of court • Disabled • Divorce decree • Landlord statement • Lease • Marriage certificate • Medical card • Most recent tax return supported by IRS documents (e.g. form letter 1722) • Public housing authority (if resident or on waiting list) • Written statement from a publicly supported 24 hour care facility or institution (e.g. mental, prison) • Social Security Cards/Numbers • Self Certification w/witness signature (if no other verification provided) • Native American Tribal document • Social Security Numbers
<p>Food Stamp Assistance Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Tribal Commodity Program Records/Printouts • Public Assistance Records/Printouts <p>Individual applying must be listed on current grant or show dates of eligibility for benefits</p>	<p>Food Stamp Assistance</p> <ul style="list-style-type: none"> • Current authorization to obtain food stamps- individual applying must be listed on current grant or on grant within last 6months • Current food stamp receipt • Food stamp card with current date • Letter from food stamp disbursing agency • Postmarked food stamp mailer with applicable name and address • Public assistance records/printout • Copy of verification from DES inquiry center • Letter from tribal commodity program
<p>Foster Child Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Court Documentation • Verification of Payments made on behalf of the Child • Written Statement from State/Local Agency 	<p>Foster Child (This is a YES or NO question, no "verify")</p> <ul style="list-style-type: none"> • Court contract • Court documentation • Medical card • Verification of payments made on behalf of the child • Written statement from state/local agency • Other applicable documentation

<p>Refugee Cash Assistance Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none"> • Agency Award Letter • Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Records/Printout • Statement from Social Services Agency <p>Individual applying must be listed on current grant or show dates of eligibility for benefits</p>	<p>Refugee Cash Assistance Verification</p> <ul style="list-style-type: none"> • Public assistance records/printout • Copy of public assistance check • Medical card showing cash grant status • Public assistance identification card showing cash grant status • Statement from social services agency • Agency award letter • Authorization to receive cash public assistance • Copy of verification from DES inquiry center • Other applicable documentation
<p>Selective Service Status Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none"> • Telephone Verification (1-847-688-6888) • DD-214 Report of Transfer or Discharge • SS Registration Record (form 3A) • SS Verification Form • Stamped Post Office Receipt of Registration • Internet www.sss.gov • SS Registration Card • SS Advisory Opinion Letter 	<p>Selective Service / Drat Status Verification</p> <ul style="list-style-type: none"> • Not applicable • Contact selective service (847) 68868888 • DD-214 • Selective service registration record (form 3a) • Selective service verification form • Stamped post office receipt of registration • Internet www.sss.gov • Selective service registration card • Ss Advisory opinion letter • WIA/State registration process • Other applicable documentation
<p>Substance Abuse Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none"> • Other (specify) _____ • Self Attestation 	<p>Substance Abuse</p> <ul style="list-style-type: none"> • Applicant statement • Other • Other
<p>Supplemental Security Income Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none"> • Agency Award Letter • Copy of Social Security Check • Public Assistance Records/Printout • Statement from Social Services Agency 	<p>Supplemental Security Income Verification</p> <ul style="list-style-type: none"> • Public assistance records/printout • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance identification card showing cash grant status • Statement from social security agency • Agency award letter • Copy of verification from DES inquiry center • Other applicable documentation
<p>Identity Documentation <u>MUST</u> be in file</p> <ul style="list-style-type: none"> • U.S. Passport (unexpired or expired) • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • Certificate of Naturalization (INS form N-550 or N-570) • Unexpired Foreign Passport with I-155 Stamp or Attached I-94 w/valid Employment Authorization 	<p>Citizenship / Alien Status Verification</p> <ul style="list-style-type: none"> • Alien registration card (USCIS forms I-151, I-551, I-94, I-688A, I-197, I-179) • Baptismal certificate with place of birth • Birth certificate • DD-214 • Hospital birth record • Naturalization certification • United states passport • Native American tribal document

<ul style="list-style-type: none"> • Permanent Resident Card or Alien Registration Receipt Card with Photo (INS Form I-151 or I551) • Unexpired Temporary Resident Card (INS Form I-688) • Unexpired Employment Authorization Card (INS Form I-688A) • Unexpired Re-Entry Permit (INS Form I-327) • Unexpired Refugee Travel Document (INS Form I-571) • Unexpired Employment Authorization Document (INS Form I-688B) w/photo issued by DHS • Driver's License or ID Card issued by a state or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address • ID Card issued by federal, state or local government agency or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address • School ID Card with a photograph • Voter's Registration Card • U.S. Military Card or Draft Record • Military Dependent's ID Card • U.S. Coast Guard Merchant Mariner Card • Native American Tribal Document • Driver's License issued by a Canadian Government Authority <p>For persons under 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> • School record or report card • Clinic, doctor or Hospital Record 	<ul style="list-style-type: none"> • Certificate of US citizenship (USCIS form N-560 or N-561) • Other applicable documentation • US citizen id card (USCIS for I-197) • USCIS form 1766
<p>Right To Work Documentation <u>MUST</u> be in file</p> <ul style="list-style-type: none"> • U.S. Passport (unexpired or expired) • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • Certificate of Naturalization (INS form N-550 or N-570) • Unexpired Foreign Passport with I-155 Stamp or Attached I-94 w/valid Employment Authorization • Permanent Resident Card or Alien Registration Receipt Card with Photo (INS Form I-151 or I-551) • Unexpired Temporary Resident Card (INS Form I-688) • Unexpired Employment Authorization Card (INS Form I-688A) • Unexpired Re-Entry Permit (INS Form I-327) • Unexpired Refugee Travel Document (INS Form I-571) • Unexpired Employment Authorization Document (INS Form I-688B) w/photo issued by DHS • U.S. Social Security Card Issued by the SSA 	<p>Right to Work</p> <ul style="list-style-type: none"> • Unexpired foreign passport with I-155 stamp or attached I-94 w/ valid employment authorization • Alien registration receipt card with photo (USCIS form I-151 or I-551) • Unexpired temporary resident card (USCIS form I-688) • Unexpired employment authorization card (USCIS form I-688A) • Unexpired re-entry permit (USCIS form I-327) • Unexpired refugee travel document (USCIS form I-571) • Unexpired employment authorization document (USCIS form I-688B) with photo • US social security card issued by the SSA (cannot state "Not Valid for Employment") • Certification of birth abroad issued by the Dept. of State (form FS-545 or DS-1350) • ID card for use of resident citizen in the US (USCIS for I-179) • US passport (unexpired or expired) • Certificate of US citizenship (USCIS form N-560 or N-561)

<ul style="list-style-type: none"> (cannot state "not valid for employment") • Certification of Birth Abroad Issued by the Department of State (Form FS-545 or DS-1350) • Original or Certified Copy of Birth Certificate with Official Seal • Native American tribal document • U.S. Citizen ID Card (Form I-197) • ID Card for use of Resident Citizen in the U.S. (INS Form I-179) • Unexpired Employment Authorization Document issued by DHS (other than those listed under Identity) 	<ul style="list-style-type: none"> • Certificate of Naturalization (USCIS for N-550 or N-570) • Other • Other hospital record of birth indicating place of birth • Baptismal certificate indicating place of birth • DD-214 report of transfer or discharge from the US military indicating place of birth • Tribal or bureau of Indian affairs affidavit of birth or tribal certificate of Indian blood • US citizen id card (USCIS for I-197) • Arizona driver's license/Arizona state ID card • USCIS for 1766 • WP not required • Original or certified copy of birth certificate with official seal
DATA VALIDATION	
<p>101 Social Security Number Documentation MUST be in file</p> <ul style="list-style-type: none"> • DD-214 Report of transfer or discharge • Letter from Social Services Agency • U.S. Passport • Social Security Benefits Letter/Notice • Social Security Card Issued by SSA • Unemployment Insurance Records 	<p>Social Security Number Verification</p> <ul style="list-style-type: none"> • DD-214 report of transfer or discharge • Employment records • IRS form letter1722 • Letter from social service agency • Pay stub • Social security benefits • Social security card • W-2 form • Drivers license/photo id • Letter/printout from social security office • Unemployment wage records • Other applicable documentation
<p>102 Date of Birth & Age Verification Documentation MUST be in file</p> <ul style="list-style-type: none"> • Baptismal Record (if Date of Birth is Shown) • Birth Certificate • DD-214, Report of Transfer or Discharge Paper • Driver's License • Federal, State or Local Government ID Card • Hospital Record of Birth • Passport • Public Assistance/Social Service Agency Records • School Records/Identification Card • Tribal Records • Work Permit 	<p>Date of Birth and Age Verification</p> <ul style="list-style-type: none"> • Baptismal record with date of birth • Birth certificate • DD-214 • Arizona Driver's License/Arizona state ID card • Federal, State or local government ID card • Hospital birth record • Passport • Public assistance/social service record • School records/identification • Work permit • Other applicable documentation
<p>104 Disability Status Documentation MUST be in file</p> <ul style="list-style-type: none"> • Case Notes regarding an Observable Condition • Letter from Drug or Alcohol Rehabilitation Agency • Medical Records • Physician's Statement • Psychiatrist's Statement • Psychologist's Diagnosis • Rehabilitation Evaluation 	<p>Disability Verification</p> <ul style="list-style-type: none"> • Letter from drug or alcohol rehabilitation agency • Medical records • Physician's statement • Psychiatrist's statement • Psychologist's diagnosis • School records • Sheltered workshop certification • Workers' compensation record • Social security administration disability records

<ul style="list-style-type: none"> • School Records • Sheltered Workshop Certification • Social Security Administration Disability Records • Social Service Records/Referral • Veteran's Administration Letter/Records • Vocational Rehabilitation Letter • Worker's Compensation Record 	<ul style="list-style-type: none"> • Veterans administration letter/records • Vocational rehabilitation letter • Other applicable documentation • Observable and/or obvious conditions (applicant statement with the interviewer serving as the corroboration witness)
<p>111 Veteran Status Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • DD-214 • Cross Match with Veterans Data 	<p>Military Service Verification</p> <ul style="list-style-type: none"> • Self attestation • DD 214 • Military document (ID, other DD form) indicating dependent spouse • Other applicable documentation
<p>115 Employment Status at Registration Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Case File Notes Showing Information Collected from Registrant at Registration • Pay Stub 	<p>Employment Verification</p> <ul style="list-style-type: none"> • Self attestation • UI records • Employer contact • Other applicable documentation
<p>118 UI Compensation Program Documentation MUST be in file</p> <ul style="list-style-type: none"> • UI Cross-Match • UI Notice of Entitlement 	<p>Employment Compensation Verification</p> <ul style="list-style-type: none"> • UI records (benefit history, wage, record) • Other applicable documentation
<p>119 Income Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Alimony Agreement • Applicant Statement (limited cases) • Award Letter from Veterans Administration • Compensation Award Letter • Court Award Letter • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Pay Stubs • Pension/Annuity Statement • Public Assistance Records • Quarterly Estimated Tax for Self Employed Persons • Social Security Benefits • UI Documents and/or Printout • Local WIA Does Not Verify Income 	<p>Family Income Verification</p> <ul style="list-style-type: none"> • Alimony agreement • Unemployment insurance documents and/or printout • Award letter from Veterans Administration • Bank statements • Compensation award letter • Court award letter • Employer statement/contract • Housing authority verification • Pay stubs • Pension/annuity statement • Public assistance records • Quarterly estimated tax for self employed persons (Schedule C) • Social security benefits • Applicant statement/self attestation, in limited cases • Business financial records • Not required by this LWIA
<p>120 Temporary Assistance to Needy Families (TANF) Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Cross-Match with TANF • Public Assistance Records/Printout <p>Individual applying must be listed on current grant or show dates of eligibility for benefits</p>	<p>TANF Verification</p> <ul style="list-style-type: none"> • Public assistance records/printout • Copy of authorization to receive cash public assistance • Copy or public assistance check • Medical card showing cash grant status • Statement from social service agency • Refugee assistance records • Public assistance ID card showing cash grant status • Copy of verification from DES inquiry center

<p>121 General Assistance Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none"> • Cross-Match with TANF • Public Assistance Records/Printout <p>Individual applying must be listed on current grant or show dates of eligibility for benefits</p>	<p>General Assistance Verification</p> <ul style="list-style-type: none"> • Public assistance records/printout • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance identification card showing cash grant status • Statement from social services agency • Copy of verification from DES inquiry center • Authorization to receive cash public assistance • Copy of verification from DES inquiry center • Other applicable documentation
<p>124 Displaced Homemaker Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none"> • Bank Records • Court Records • Divorce Papers • Public Assistance Records/Printout • Spouse's Layoff Notice • Spouse Death Record • Self Attestation <p>Individual applying must be listed on current grant or show dates of eligibility for benefits</p>	<p>Displaced Homemaker Verification</p> <ul style="list-style-type: none"> • Divorce decree or legal separation • Death certificate • Employer statement • Applicant statement • Public assistance records • Application statement of the continuous effort to seek employment and recent job search that show a minimum of ten (10) employer contacts documenting that a reasonable effort has been made to obtain employment • In-depth assessment with case manager • Other applicable documentation
<p>125 Date of Dislocation Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none"> • Notice of Layoff • Public Announcement with Follow-up Cross-Match with UI System • Rapid Response List • Verification from Employer 	<p>Dislocated Worker Verification</p> <ul style="list-style-type: none"> • Cat 1: Separation Notice • Cat 1: UI records • Cat 2: WARN notice or letter of authorization from the state WIA admin dept • Cat 2: Documentation of "General Announcement" • Cat 3: Receipt of Notice of foreclosure or intent to foreclose • Cat 3: Proof of failure of the farm, business or ranch to return a profit during the preceding 12 months • Cat 3: Entry of individual into bankruptcy proceedings • Cat 3: Inability to make payments on loans secured by tangible business assets • Cat 3: Inability to obtain capital necessary to continue operations • Cat 3: A debt to asset ration sufficiently high to be indicative of the likely insolvency of the farm, ranch or business • Ca 3: Other events indicative that the likely insolvency of the farm, ranch or business • Cat 4: Is verified in barriers – displaced homemaker
<p>126 Homeless or Runaway Youth Documentation <u>MUST</u> be in file N/A</p>	<p>126 Homeless or Runaway Youth</p> <p>Runaway Verification</p> <ul style="list-style-type: none"> • Written Statement from Social Service Agency

<ul style="list-style-type: none"> • Written Statement from a Shelter • Written Statement from an Individual Providing Temporary Residence • Written Statement from Social Service Agency • Self Attestation 	<ul style="list-style-type: none"> • Written statement from an individual providing temporary residence • Written statement from shelter • Applicant Statement/self attestation, in limited cases • Self Certification • Other Applicable Documentation, (specify) Other: _____ <p>Homeless Verification</p> <ul style="list-style-type: none"> • Written statement from shelter • Written statement from and individual providing temporary assistance • Written statement from social service agency • Self certification • Not required by LWIA • Other applicable documentation
<p>127 Youth Offender Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none"> • Documentation from Juvenile Just/Criminal Justice System • Documentation Phone call with Juvenile Justice/Criminal Justice Representative • Self Attestation 	<p>Offender Verification</p> <ul style="list-style-type: none"> • Police records • Court documents • Halfway house resident • Letter of parole • Letter from probation officer • Applicant statement/self attestation, in limited cases • Individual subject to any stage of the criminal justice process – Youth (14-21) • Other Applicable Documentation, (specify) Other: _____
<p>128 Pregnant or Parenting Youth Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none"> • Baptismal Record • Case Notes regarding an Observable Condition • Copy of Child's Birth Certificate • Doctor's Note Confirming Pregnancy • Self Attestation 	<p>Parenting Youth Verification</p> <ul style="list-style-type: none"> • School program for pregnant teens • Medical card • Physician's note • Referrals from official agencies • Statement from Social Services agency • School records • Birth certificate • Hospital record of birth • Applicant statement/self attestation, in limited cases • Medical Records • Child's SSN • Other Applicable Documentation, (specify) Other: _____
<p>129 Youth Who Needs Additional Assistance Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none"> • Case Notes • Individual Service Strategy • See Local Area Policy and Plan • State Management Information System • WIA Registration Form 	<p>129 Youth Who Needs Additional Assistance (This is a YES or NO question, no "verify")</p> <p>Youth facing serious barriers to employment: () YES () NO (View additional requirements)</p> <ul style="list-style-type: none"> • Is this youth considered to be Occupational Skills Deficient? () YES () NO • Is this youth defined as "at-risk" by the Local Education Agency? () YES () NO • Is this youth overage and under-credited? () YES () NO • Does this youth require reasonable accommodations for special needs as addressed in Section 504 of School Law? () YES () NO

	<ul style="list-style-type: none"> • Is this youth deficient in at least 5 of 11 skill attainment areas? () YES () NO <p>Youth requires additional assistance? () YES () NO (View additional requirements)</p> <ul style="list-style-type: none"> • Is this youth considered to be Occupational Skills Deficient? () YES () NO • Is this youth defined as “at-risk” by the Local Education Agency? () YES () NO • Does this individual have limited English speaking abilities? () YES () NO • Is this youth considered disabled? () YES () NO
<p>130 Education Status at Time of Registration Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Applicable Records from Educational Institution (i.e. diploma, GED Certificate, Post-Secondary Enrollment, attendance Record, Dropout Letter, or Documentation from School) • State Management Information System (Cross-Match with Appropriate Educational Records) • WIA Registration Form • Self Attestation 	<p>School Status Verify</p> <ul style="list-style-type: none"> • School Records • Attendance • Drop-out letter • Applicant statement or attestation • Other Applicable Documentation, (specify) Other: _____
<p>131 Basic Skills Deficiency Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Case Notes • School Records • Standardized Assessment Test 	<p>Basic Skills Verification</p> <ul style="list-style-type: none"> • Copy of any generally accepted standardized test • School record of reading and/or math skills determined within the previous 12 months of application or • Other indication that the applicant cannot read sufficiently to complete forms and/or indicating applicant has math skills below the ninth grade level. • Other Applicable Documentation, (specify) Other: _____
<p>621 Type of Recognized Educational/Occupational Certificate/Credential/Diploma/Degree Attained Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Case Notes • Certificates • Diploma • Documentation by Training Institution/Provider • Survey • Transcript 	<p>Credit Attainment – (In Program Outcome screen)</p> <ul style="list-style-type: none"> • There is a copy of a credential or appropriate documentation in the case file.
<p>622 Other Reasons for Exit Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Case Notes • Contact with the Penal System • Doctor’s Records • Hospital Records • Waiver Form • State Management Information System 	<p>Other Exit Reasons: (This is a drop down box in VOS) There is no “verify” buttons by selection.</p> <ul style="list-style-type: none"> • Institutionalized • Health/Medical • Deceased • Reservist called to Active Duty • Family Care • Relocated to Mandated Residential Prog
<p>623 In Post-Secondary Education or Advanced</p>	<p>In Post-Secondary Education or Advanced Training in</p>

<p>Training in quarter after Exit Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Case Notes • Certificates • Diploma • Documentation by Training Institution/Provider • Enrollment Form • Survey 	<p>quarter after Exit</p> <ul style="list-style-type: none"> • There is appropriate documentation in the case file
<p>624 In Post-Secondary Education or Advanced Training in Third Quarter after Exit Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Case Notes • Diploma • Documentation by Training Institution/Provider • Enrollment Form • Survey 	<p>In Post-Secondary Education or Advanced Training in Third Quarter after Exit</p> <ul style="list-style-type: none"> • There is appropriate documentation in the case file
<p>673 Attained Secondary School Diploma Documentation MUST be in file N/A</p> <ul style="list-style-type: none"> • Diploma • GED • Notice from School • School Record • Transcript 	<p>Attained, Diploma, GED, or Certificate</p> <ul style="list-style-type: none"> • Appropriate documentation exists in case management file
<p>OTHER</p>	
<p>Address Documentation in File Visually Viewed N/A</p> <ul style="list-style-type: none"> • Applicant Statement with Corroborating Witness • Computer Print-Out from Government Agency • Food Stamp Award Letter • Homeless – Primary Nighttime Residence • Housing Authority Verification • Insurance Policy (Residence & Auto) • Landlord Statement • Lease • Letter from Social Service Agency or School • Library Card • Local WIA Does Not Verify Address • Medicaid/Medicare Card • Phone Directory • Postmarked Mail Addressed to Applicant • Property Tax Record • Public Assistance Records • Rent Receipt • School Identification Card • Selective Service Registration Card • Utility Bill • Voter Registration Card <p>Documentation needs to be current</p>	<p>Address Verification</p> <ul style="list-style-type: none"> • Local WIA does not verify address • Voter Registration Card • Computer Printout from Government Agency • Arizona Driver's License/Arizona State I.D. Card • Food Stamp Award Letter • Homeless – Primary Nighttime Residence • Housing Authority Verification • Insurance Policy (Residence and Auto) • Landlord Statements • Lease • Letter from Social Service Agency or School • Library Card • Medicaid/Medicare Card • Phone Directory • Property Tax Record • Other Applicable Documentation (specify) • Public Assistance Records • Rent Receipt • School Identification Card • Selective Service Registration Card • Utility Bill • Applicant Statement with Corroborating Witness Signature • Postmarked Mail Addressed to Applicant • Conversion • Other: _____

<p>Pell Grant Documentation <u>MUST</u> be in file N/A</p> <ul style="list-style-type: none">• Copy of Check• Letter from School• Student Aid Report	<p>Pell Grant (This is a YES or NO question)</p>
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