Instructions: Please provide one document from each category at your scheduled one-on-one meeting.
*Cross-match: No screen shot, case note suffices and includes who provided the information, what department/division they are from, what system was cross-matched against, the date information was cross-matched and dates as specified in parenthesis.
^DD-214 within 60 days. Mark no until have. Request application be updated from SDWORKS Help Desk.

TITLE III – WAGNER-PEYSER (WP) APPLICATION

UC Eligibility Status

Staff look in RA system
☐ Cross-match* to State RA Database
   (Date of Last Payment)
☐ Referral Transmittal by RESEA
**TITLE I – WORKFORCE DEVELOPMENT (WIOA) APPLICATION**

### CONTACT

**SSN Verification**
- ☐ DD-214^ Report of Transfer discharge
- ☐ Social Security Card
- ☐ Tax Form/Record
- ☐ Letter/Printout from Social Security Office
- ☐ Participant chose not to provide.
- ☐ Self-Attestation

**Address Verification**
- ☐ Local area does not validate

### DEMOGRAPHIC

**Date of Birth**

**Verification required for eligibility**
- ☐ Driver’s License
- ☐ Baptismal Record with Date of Birth
- ☐ Birth Certificate
- ☐ DD-214^  

- ☐ Federal, State, or Local Identification Card
- ☐ Passport
- ☐ Hospital Record of Birth
- ☐ Public Assistance/Social Service Records
- ☐ School Records or ID Cards
- ☐ Work Permit

**U.S. Citizenship Status Verification**

**Verification required for eligibility**

I-9 Documentation (Examples)
- 1 item from List A OR
- 1 item from both List B and C

**List A**
- ☐ Alien Registration Card (USCIS Forms I-551, I-94)
- ☐ Foreign Passport Stamped Eligible to Work
- ☐ United States Passport or Passport Card
- ☐ Employment Authorization Document Card (Form I-766)

**List B**
- ☐ U.S. Military card or draft record
- ☐ Native American tribal document
- ☐ Voter Registration Card
- ☐ Driver’s License
- ☐ ID card issued by federal, state, or local government agencies or entities
- ☐ School ID Card with photograph
- ☐ Military dependent’s ID card
- ☐ U.S. Coast Guard Merchant Mariner Document card
- ☐ Driver’s License issued by a Canadian government authority
- ☐ School record or report card – (Persons under age 18 unable to present a document listed above)
- ☐ Clinic, doctor, or hospital record – (Persons under age 18 unable to present a document listed above)
- ☐ Daycare or nursery school record – (Persons under age 18 unable to present a document listed above)

**List C**
- ☐ U.S. Social Security account number card
- ☐ Employment Authorization Document issued by the Department of Homeland Security
- ☐ Birth Certificate issued by a State, county, municipality, or the U.S. Department of State (Forms DS-1350, FS-545, FS-240)
- ☐ American tribal document
- ☐ U.S. Citizen ID Card (Form-I-197) or ID Card for Resident Citizen (Form I-179)
### Selective Service Verification *if applicable*

**Verification required for eligibility**
- ☐ Not applicable
- ☐ Selective service documentation
- ☐ DD-214^
- ☐ Willful and Knowing Statement with Determination in Notes made by LPS

### Disability Verification

- ☐ Self-Attestation
- ☐ School 504 records provided by student
- ☐ Assessment Test Results

### VETERAN

#### Eligible Veteran Status

- ☐ DD-214^
- ☐ A letter from the Veterans’ Administration

### EMPLOYMENT

#### Employment Status at Participation

- ☐ Self-attestation with case note

#### UC Eligibility Status

*Staff look in RA system*

- ☐ Cross-match* to State RA Database
  
  *(Date of Last Payment)*
- ☐ Referral Transmittal by RESEA

#### Dislocated Worker Status

- ☐ Category 1, 2, 3, 4: Separation Notice and/or UC Records
- ☐ Category 5: Foreclosure notice, bankruptcy documentation
- ☐ Category 6: verified in barriers
- ☐ Category 7, 8: Case file documenting active duty status
- ☐ Self-attestation

### EDUCATION

#### Within Compulsory Age Verification *(YOUTH Only)*

- ☐ Verified through DOB
- ☐ Self-Attestation

#### School Status at Youth Program Eligibility *(YOUTH Only)*

- ☐ School Records
- ☐ Attendance
- ☐ Drop-Out Letter
- ☐ Applicant statement or attestation

#### Highest School Grade and Education Level Completed

- ☐ Self-Attestation

#### School Status at Program Entry

- ☐ Self-Attestation
# Data Validation Requirements

## PUBLIC ASSISTANCE

### TANF
- ☐ TANF Eligibility Verification
- ☐ TANF Period of Benefit Receipt Verification
- ☐ Referral transmittal from TANF
- ☐ Cross-match* with TANF Public Assistance Records
  
  *(Date of Last Payment)*

### Supplemental Security Income (SSI)
- ☐ SSI Receipt of Benefits
- ☐ Referral transmittal from SSA
- ☐ SSI Eligibility Verification

### General Assistance / Refugee Cash Assistance
- ☐ Authorization to receive cash public assistance
- ☐ Copy of Public Assistance Check
- ☐ Medical card showing cash grant status
- ☐ Public assistance eligibility verification

### SNAP
- ☐ SNAP Eligibility verification
- ☐ Copy of authorization to receive food stamps
- ☐ Document of food stamp benefit receipt
- ☐ Referral transmittal from SNAP

### Social Security Disability Insurance (SSDI)
- ☐ SSDI Receipt of Benefits
- ☐ Referral transmittal from SSA
- ☐ SSDI Eligibility Verification

### Youth Currently Living in High Poverty Area
*Note: Also verifies low-income status*
- ☐ Documentation showing address in high poverty area from VA, bank, public assistance, social security, court system, employer
- ☐ Self-attestation

### Foster Child Verification
*Note: Also verifies low income status*
- ☐ Written eligibility confirmation from authorizing agency
- ☐ Self-attestation

### Free/Reduced Lunch Verification (Youth Only)
- ☐ School Document
- ☐ Self-Attestation
- ☐ Other, (Specify)

## BARRIERS

### English Language Learner
- ☐ Case notes
- ☐ Assessment test results
- ☐ Applicable records from education institution
- ☐ Self-attestation

### Basic Skills Deficient
- ☐ Case notes to support exemption from assessment
- ☐ Assessment test results
- ☐ Applicable records from education institution
- ☐ Meets Exemption
  - ☐ Self-attestation for Associate’s Degree or higher OR
  - ☐ Case note to support GOLD NCRC or IRT

### Homeless Individual
*Note: Also verifies low income status*
- ☐ Self-attestation
- ☐ Written statement or referral transmittal from a shelter or social service agency
- ☐ Letter from caseworker or support provider

### Runaway (YOUTH Only)
*Note: Also verifies low income status*
- ☐ Self-attestation
- ☐ Written statement or referral transmittal from a shelter or social service agency
- ☐ Letter from caseworker or support provider

### Foster Care Status (YOUTH Only)
*Note: Also verifies low income status*
- ☐ Statement/Referral from social services agency
- ☐ Court/Guardianship Documents

### Out-of-Home Placement (YOUTH Only)
*Note: Also verifies low income status*
- ☐ Self-attestation
- ☐ Written statement or referral transmittal from a shelter or social service agency
- ☐ Letter from caseworker or support provider

### Section 477 Social Security Act (YOUTH Only)
*Note: Also known as the John H. Chafee Foster Care Program*
- ☐ Letter from appropriate state/local service agency
- ☐ Self-attestation

### Ex-Offender
- ☐ Document from juvenile or adult criminal justice system
- ☐ Written statement or referral document from a court or probation officer
- ☐ Referral transmittal from a reintegration agency
- ☐ Self-attestation
- ☐ Federal bonding program application

---

Data Validation Requirements
Page 4

DLR WIOA – Section 11
Resource 20

REV 02/18/2022
Pregnant/Parenting Youth (YOUTH Only)
☐ Self-attestation
☐ WIC eligibility verification
☐ TANF single parent eligibility verification

Youth Additional Assistance Verification (YOUTH Only)
☐ Self-attestation
☐ Other

Displaced Homemaker
☐ Self-attestation
☐ Copy of spouse’s layoff notice
☐ Copy of spouse’s death record
☐ Copy of spouse’s permanent change of station orders
☐ Copy of divorce records
☐ Copy of applicable court records

Exhausting TANF Within 2 Years
☐ TANF Eligibility Verification
☐ TANF Period of Benefit Receipt Verification
☐ Referral transmittal from TANF Public Assistance Records
   (Date of Last Payment)

HOUSEHOLD AND INCOME

Family Size
Only required when verifying low income
☐ Public assistance/social service agency records
☐ Decree of court
☐ Applicant statement of income
☐ Self-attestation

Family Income
☐ Award letter from VA
☐ Bank statements
☐ Pay stubs
☐ Compensation award letter
☐ Court award letter
☐ Pension statement
☐ Employer statement/contact
☐ Family or business financial records
☐ Housing authority verification
☐ Quarterly estimated tax for self-employed persons
☐ Social security benefits
☐ UI claim documents
☐ Copy of authorization to receive cash public assistance
☐ Copy of public assistance check
☐ Public assistance eligibility verification
☐ Cross-match * with public assistance records
   (Date of Last Payment)
☐ Self-attestation

MISCELLANEOUS

Adult Priority
☐ Other (Write in Already Verified)
TRADE ADJUSTMENT (TAA) APPLICATION

CONTACT

SSN Verification
☐ DD-214 Report of Transfer discharge
☐ Social Security Card
☐ Tax Form/Record
☐ Letter/Printout from Social Security Office
☐ Participant chose not to provide.
☐ Self-Attestation

DEMOGRAPHIC

Date of Birth
Verification required for eligibility
☐ Driver’s License
☐ Baptismal Record with Date of Birth
☐ Birth Certificate
☐ DD-214^
☐ Federal, State, or Local Identification Card
☐ Passport
☐ Hospital Record of Birth
☐ Public Assistance/Social Service Records
☐ School Records or ID Cards
☐ Work Permit

VETERAN

Eligible Veteran Status
☐ DD-214^
☐ A letter from the Veterans’ Administration

EMPLOYMENT

UC Eligibility Status
Staff look in RA system
☐ Cross-match* to State RA Database
(Date of Last Payment)
☐ Referral Transmittal by RESEA

TAA Petition Verification
☐ Employer Worker List
☐ Designation of Eligibility Form

Most Recent Date of Qualifying Separation
☐ Verification from employer
☐ Rapid Response List
☐ Notice of Layoff
☐ Public announcement with follow up cross match* with UI database (Date of Last Payment)
☐ Self-attestation