

WORKFORCE SERVICES

sdjobs.org

DATA VALIDATION REQUIREMENTS

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 crossed-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

EMPLOYMENT

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

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

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)
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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