

Appendix A: Allowable Source Documentation for WIOA Title I Eligibility

The following items have been identified as acceptable forms of source documentation for the statutory eligibility requirements for Title I programs; Adult, Dislocated Worker and Youth. Career planners must ensure the document used in verification proves the eligibility criteria and that all other enrollment and eligibility requirements have been met. Documentation of verification must be maintained in the data management system.

Adult Eligibility Criteria

	Acceptable Verification and Documentation (Only one document from this column per eligibility criterion is required)
Date of Birth	<ul style="list-style-type: none"> • Baptismal record with date of birth • Birth certificate (original/certified copy) • DD-214 • Driver's license • Department of Transportation identification card • Federal, State or Local government identification card • Human services/social service record • Passport • Prison records • School records/identification • Tribal record with date of birth • Work permit
Citizenship Status/ Authorization to work in the U.S.	<ul style="list-style-type: none"> • Alien registration card (USCIS Forms I-151, I-551, I-94, I-668A, I-197, I-179) • Baptismal certificate with place of birth • Birth certificate (original/certified copy) • Certificate of naturalization • DD-214

	<ul style="list-style-type: none"> • Native American tribal document • Social security card (work eligible) • United States passport • Voter registration card
Selective Service Registration	<ul style="list-style-type: none"> • Selective Service registration card • Internet (SSS website) • Selective Service acknowledgement letter • DD-214, report of transfer or discharge paper • Selective Service registration record <p style="text-align: center;">Documented Exemption from Registration</p> <ul style="list-style-type: none"> • Notation of the type of obvious handicap or a letter of determination from Selective Service • Immigration documents verifying age at arrival
Veteran Status	<ul style="list-style-type: none"> • Cross match with Veterans data • DD-214 • Military document (ID, other DD form) indicating dependent spouse • Veterans' Administration records/printout • Case notes (must have verified status with appropriate entity)
<p>Adult Priority of Service</p> <p>Additional criteria is used when applying priority of service for Adults. Veterans continue to receive priority of service for all DOL-funded programs. Local areas must give priority of service to participants that fall into one of the following priority categories:</p> <ol style="list-style-type: none"> 1. recipients of public assistance 2. other low-income individuals 3. individuals who are basic skills deficient 4. non-covered persons who do not meet the before mentioned priorities may be enrolled on a case by case basis with documented managerial approval. <p>See the Adult Priority of Service policy for additional information and details.</p>	

Family Size Documentation of family size is required if eligibility is based on family income or self-employment income only.	
Family Two or more persons related by blood, marriage, or decree or court, who are living in a single residence.	<ul style="list-style-type: none"> • Lease • Most recent years tax return • Human services records • Public housing records • Landlord contact • School records • Case notes (must have verified status with appropriate entity)
Family-of-One Any individual who meets the criteria of any one of the following categories. Only the applicant's income needs to be considered, however, they must still meet low income guidelines. Category and income must both be verified. <ol style="list-style-type: none"> 1. An individual who has a verified, documented disability. 2. A single, widowed, permanently separated, or divorced person, without one or more dependent children living in a single residence with that individual, and who is not a dependent child. 3. A foster child on behalf of whom state or local government payments are made. 4. A runaway youth who is separated from the family. 5. An emancipated youth who is separated from the family. 6. A court-adjudicated youth who is separated from the family. 	<ul style="list-style-type: none"> • Medical records • Physician's statement • School record of disability determination • Vocational rehabilitation letter • Social Security disability records • Workers compensation record • Social services records • Psychologist diagnosis • Veteran administration record • Court record • Case notes (must have verified status with appropriate entity)
Recipient of Public Assistance Individual or member of a family that is receiving, or in the past 6 months has received, cash payments under a Federal, State, or local government program for which eligibility is determined by a needs or income test, including:	
Temporary Assistance to Needy Families (TANF)	<ul style="list-style-type: none"> • Human services record/printout • Public assistance records/printout • Refugee assistance records

	<ul style="list-style-type: none"> • Case notes (must have verified status with appropriate entity)
General Assistance (GA)	<ul style="list-style-type: none"> • General assistance records/printout • Copy of authorization to receive general assistance • Copy of general assistance check • Statement from social services agency • Refugee assistance records • Cross-match with public assistance database • Case notes (must have verified status with appropriate entity)
Refugee Cash Assistance (RCA)	<ul style="list-style-type: none"> • Refugee cash assistance records/printout • Human services records/printout • Case notes (must have verified status with appropriate entity)
Supplemental Security Income (SSI) (individual must themselves receive)	<ul style="list-style-type: none"> • Award letter or other statement from Social Security Administration • Case notes (must have verified status with appropriate entity)
Supplemental Nutrition Assistance Program (SNAP)	<ul style="list-style-type: none"> • Human services records/printout • Case notes (must have verified status with appropriate entity)
<p style="text-align: center;">Low-Income Individual</p> <p style="text-align: center;">All categories under recipient of public assistance apply to low-income individual, including the following categories.</p>	
<p>Family Income</p> <p>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.</p>	<ul style="list-style-type: none"> • Award letter from Veterans Administration • Court documents • Employer records or statement • Financial records • Human service records • Retirement records

Self-Employment	<ul style="list-style-type: none"> • Self-employment income records • Social Security benefits • Unemployment insurance documents and/or printout • Workers compensation records • Case notes (must have verified with appropriate entity)
Homeless Individual	<ul style="list-style-type: none"> • Written statement from an individual providing temporary assistance/residence • Written statement from shelter or social service agency • Human service records • Case notes (must have verified status with appropriate entity)
Foster Child (State or local payments are made for the child. Individual must currently be receiving at time of eligibility determination.)	<ul style="list-style-type: none"> • Court documentation • Verification of payments made on behalf of the child • Case notes (must have verified status with appropriate entity)
Individual with a disability (Whose own income does not exceed the higher of poverty line or 70 percent of lower living standard income or receives public assistance.)	<ul style="list-style-type: none"> • Email verification from social services agency, Vocational Rehabilitation agency, or authorized school personnel • Letter from child study team stating specific disability • Letter from drug or alcohol rehabilitation agency • Medical records • Observable and/or obvious conditions (applicant statement with the interviewer serving as the corroboration witness) • Physician's statement • Psychiatrist's statement • Psychologist's diagnosis • Rehabilitation evaluation • School records • Sheltered workshop certification • Social Security Administration disability records • Social service records/referral • Veterans Administration letter/records

	<ul style="list-style-type: none"> • Vocational Rehabilitation letter • Workers' Compensation record • Case notes (must have verified status with appropriate entity)
<p style="text-align: center;">Basic Skills Deficient</p> <p style="text-align: center;">Adults who are basic-skills deficient must meet at least one of the following:</p>	
<ol style="list-style-type: none"> 1. Lacks a high school diploma or equivalency and is not enrolled in secondary education; or 2. Is enrolled in Title II adult education (including enrolled for English Language Acquisition); or 3. Has poor English-language skills and would be appropriate for ESL, even if the individual isn't enrolled at the time of WIOA participation; or 4. The career planner makes observations of deficient functioning, and, as justification, records those observations in the data management system; or 5. Scores below 9.0 grade level (8.9 or below) on the Test of Adult Basic Education (TABE); Comprehensive Adult Student Assessment Systems (CASAS) or other allowable assessments as per National Reporting System (NRS) developed by the U.S. Department of Education's Division of Adult Education and Literacy; or 6. Individual does not earn the National Career Readiness Certificate (NCRC) (e.g., one or more of the scores are below a Level 3 on the Workplace Documents, Applied Math, or Graphic Literacy assessments). 	<ul style="list-style-type: none"> • Standardized assessment • Verification of enrollment in a Title II adult education program or an ESL program • Case notes (career planner's observations of deficient functioning) • Self-certification that the individual lacks a high school diploma or equivalency • Self-certification that the individual has poor English language skills and would be appropriate for ESL even if the individual isn't enrolled at the time of WIOA participation
<p style="text-align: center;">Non-Covered Persons (Individual with a barrier to employment)</p> <p style="text-align: center;">Individuals with barriers to employment may include:</p>	
<ol style="list-style-type: none"> 1. Displaced Homemakers 2. Indians, Alaska Natives, and Native Hawaiians 	<ul style="list-style-type: none"> • Local area plan • Local area policy • Individual Employment Plan

<ol style="list-style-type: none"> 3. Individuals with disabilities, including youth who are individuals with disabilities 4. Older individuals (age 55 and older) 5. Ex-offenders 6. Youth who are in or have aged out of the foster care system 7. Individuals who are: <ol style="list-style-type: none"> 1. English Language Learners 2. Individuals who have low levels of literacy 8. Individuals facing substantial cultural barriers 9. Eligible migrant and seasonal farmworkers 10. Individuals within two years of exhausting lifetime TANF eligibility 11. Single parents (including single pregnant women) 12. Long-term unemployed individuals (unemployed for 27 or more consecutive weeks) 13. Underemployed Individuals 	<ul style="list-style-type: none"> • WIOA intake form • Case notes (must have verified status with appropriate entity)
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Dislocated Worker Eligibility Criteria

	Acceptable Verification and Documentation (Only one document from this column per eligibility criterion is required)
Date of Birth	<ul style="list-style-type: none"> • Baptismal record with date of birth • Birth certificate (original/certified copy) • DD-214 • Driver's license • Department of Transportation identification card • Federal, State or Local government ID card • Human services/social service record • Passport • Prison records

	<ul style="list-style-type: none"> • School records/identification • Tribal record with date of birth • Work permit
Citizenship Status/ Authorization to work in the U.S.	<ul style="list-style-type: none"> • Alien registration card (USCIS Forms I-151, I-551, I-94, I-668A, I-197, I-179) • Baptismal certificate with place of birth • Birth certificate (original/certified copy) • Certificate of naturalization • DD-214 • Native American tribal document • Social security card (work eligible) • United States passport • Voter registration card
Selective Service Registration	<ul style="list-style-type: none"> • Selective Service registration card • Internet (SSS Website) • Selective Service acknowledgement letter • DD-214, report of transfer or discharge paper • Selective Service registration record <p style="text-align: center;">Documented Exemption from Registration</p> <ul style="list-style-type: none"> • Notation of the type of obvious handicap or a letter of determination from Selective Service • Immigration documents verifying age at arrival
Veteran Status	<ul style="list-style-type: none"> • Cross match with veterans data • DD-214 • Military document (ID, other DD form) indicating dependent spouse • Veterans' Administration records/printout • Case notes (must have verified status with appropriate entity)
Dislocated Worker Requirements	

<p>Category 1 An individual who has been terminated or laid off, or who has received a notice of termination or layoff-from employment, including separation from active military service (other than dishonorable discharge) and;</p>	<ul style="list-style-type: none"> • Unemployment insurance records • Layoff letter/WARN Notice • Employer statement • Rapid Response record • DD-214 with other than dishonorable discharge • Self-certification
<p>a. is eligible for or has exhausted entitlement to unemployment compensation and is unlikely to return to a previous industry or occupation; or</p>	<ul style="list-style-type: none"> • Unemployment insurance records <p style="text-align: center;">Unlikely to Return</p> <ul style="list-style-type: none"> • Documentation indicating the individual was profiled for RES/RESEA • Documentation that the individual is eligible/enrolled in the Trade Adjustment Act • Current labor market information showing occupation in decline
<p>b. has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law and is unlikely to return to a previous industry or occupation.</p>	<ul style="list-style-type: none"> • Pay stubs showing insufficient earnings to date • W-2 and/or tax returns • Unemployment insurance denial letter • Employer records • Employer record/contact that services are not subject to unemployment compensation law • DD -214, report of transfer or discharge paper • Self-certification <p style="text-align: center;">Unlikely to Return</p> <ul style="list-style-type: none"> • Documentation indicating the individual was profiled for RES/RESEA • Documentation that the individual is eligible/enrolled in the Trade Adjustment Act • Current labor market information showing occupation in decline

<p>Category 2</p> <ul style="list-style-type: none"> a. An individual who has been terminated or laid off, or has received a notice of termination; or b. An individual who is employed at a facility at which the employer has made a general announcement that such facility or military installation will close within 180 days; or c. An individual who is employed at a facility at which the employer has made a general announcement that such facility will close. <p>(To receive services other than training services, individualized career services or supportive services)</p>	<ul style="list-style-type: none"> • WARN Notice • Rapid Response record • Employer contact/verification • Layoff notice • Termination notice • News article/media announcement
<p>Category 3</p> <p>An individual who was self-employed (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, as defined by Local Workforce Development Boards. This includes family members and farm workers or ranch hands.</p>	<ul style="list-style-type: none"> • Bankruptcy documents • IRS documentation • Insurance claims, or other proof of income loss • Letter from lawyer, lender, or accountant • Documentation of business failure of business supplier or customer • Disaster insurance claim • Federal or state declaration of disaster
<p>Category 4</p> <p>Is a displaced homemaker</p>	<ul style="list-style-type: none"> • Bank/financial records • Court records • Divorce decree/records • Pay stubs/records • Spouse's death notice • Spouse's disability check • Spouse's layoff notice
<p>Category 5</p> <ul style="list-style-type: none"> a. Is the spouse of a member of the Armed Forces on active duty who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or b. Is the spouse of a member of the Armed Forces on active duty and who meets the criteria for displaced homemaker. 	<ul style="list-style-type: none"> • DD-214, report of transfer or discharge paper • Documentation showing service members call to active duty • Documentation showing permanent change in duty station

Youth Eligibility Criteria

	Acceptable Verification and Documentation (Only one document from this column per eligibility criterion is required)
Date of Birth	<ul style="list-style-type: none"> • Baptismal record with date of birth • Birth certificate (original/certified copy) • DD-214 • Driver's license • Department of Transportation identification card • Federal, State or Local government identification card • Human services/social service record • Passport • Prison records • School records/identification • Tribal record with date of birth • Work permit
Citizenship Status/ Authorization to work in the U.S.	<ul style="list-style-type: none"> • Alien registration card (USCIS Forms I-151, I-551, I-94, I-668A, I-197, I-179) • Baptismal certificate with place of birth • Birth certificate (original/certified copy) • Certificate of naturalization • DD-214 • Native American tribal document • Social Security card (work eligible) • United States passport • Voter registration card
Selective Service Registration	<ul style="list-style-type: none"> • Selective Service registration card • Internet (SSS Website) • Selective Service acknowledgement letter

	<ul style="list-style-type: none"> • DD-214, report of transfer or discharge paper • Selective Service registration record <p style="text-align: center;">Documented Exemption from Registration</p> <ul style="list-style-type: none"> • Notation of the type of obvious handicap or a letter of determination from Selective Service • Immigration documents verifying age at arrival
Veteran Status	<ul style="list-style-type: none"> • Cross match with Veterans data • DD-214 • Military document (ID, other DD form) indicating dependent spouse • Veterans' Administration records/printout • Case notes (must have verified status with appropriate entity)
School Status at Participation In-School: attending school Out-of-School: not attending	<ul style="list-style-type: none"> • Self-certification • School records
<p style="text-align: center;">Family Size</p> <p style="text-align: center;">Documentation of family size is required if eligibility is based on family income or self-employment income only.</p>	
Family Two or more persons related by blood, marriage, or decree or court, who are living in a single residence.	<ul style="list-style-type: none"> • Lease • Most recent years tax return • Human services records • Public housing records • Landlord contact • School records • Case notes (must have verified status with appropriate entity)
Family-of-One Any individual who meets the criteria of any one of the following categories. Only the applicant's income needs to be considered,	<ul style="list-style-type: none"> • Medical records • Physician's statement • School record of disability determination

<p>however, they must still meet low income guidelines. Category and income must both be verified.</p> <ol style="list-style-type: none"> 1. An individual who has a verified, documented disability. 2. A single, widowed, permanently separated, or divorced person, without one or more dependent children living in a single residence with that individual, and who is not a dependent child. 3. A foster child on behalf of whom state or local government payments are made. 4. A runaway youth who is separated from the family. 5. An emancipated youth who is separated from the family. A court-adjudicated youth who is separated from the family. 	<ul style="list-style-type: none"> • Vocational rehabilitation letter • Social Security disability records • Workers compensation record • Social services records • Psychologist diagnosis • Veteran administration record • Court record • Case notes (must have verified status with appropriate entity)
<p>Low-Income Low-income verification is required for all in-school youth and for those out of school youth who have a secondary school diploma and are basic skills deficient, an English language learner or require additional assistance to enter or complete an educational program or to secure or hold employment. Recipients of public assistance and other low-income individuals are considered low-income for purposes of WIOA Title I eligibility.</p>	
<p style="text-align: center;">Recipient of Public Assistance</p> <p>Individual or member of a family that is receiving, or in the past 6 months has received, cash payments under a Federal, State, or local government program for which eligibility is determined by a needs or income test, including:</p>	
<p>Temporary Assistance to Needy Families (TANF)</p>	<ul style="list-style-type: none"> • Human services record/printout • Public assistance records/printout • Refugee assistance records • Case notes (must have verified status with appropriate entity)
<p>General Assistance (GA)</p>	<ul style="list-style-type: none"> • General assistance records/printout • Copy of authorization to receive general assistance • Copy of general assistance check • Statement from social services agency • Refugee assistance records • Cross-match with public assistance database

	<ul style="list-style-type: none"> Case notes (must have verified status with appropriate entity)
Refugee Cash Assistance (RCA)	<ul style="list-style-type: none"> Refugee cash assistance records/printout Human services records/printout Case notes (must have verified status with appropriate entity)
Supplemental Security Income (SSI) (Individual must themselves receive)	<ul style="list-style-type: none"> Award letter or other statement from Social Security Administration Case notes (must have verified status with appropriate entity)
Supplemental Nutrition Assistance Program (SNAP)	<ul style="list-style-type: none"> Human services records/printout Case notes (must have verified status with appropriate entity)
<p style="text-align: center;">Low-Income Individual</p> <p style="text-align: center;">All categories under recipient of public assistance apply to low-income individual, including the following categories.</p>	
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.	<ul style="list-style-type: none"> Award letter from Veterans Administration Court documents Employer records or statement Financial records Human service records Retirement records Self-employment income records Social Security benefits Unemployment insurance documents and/or printout Workers compensation records Case notes (must have verified with appropriate entity)
Self-Employment	
Homeless Individual	<ul style="list-style-type: none"> Written statement from an individual providing temporary assistance/residence Written statement from shelter or social service agency Human service records

	<ul style="list-style-type: none"> • Case notes (must have verified status with appropriate entity)
Foster Child (State or local payments are made for the child. Individual must currently be receiving at time of eligibility determination.)	<ul style="list-style-type: none"> • Court documentation • Verification of payments made on behalf of the child • Case notes (must have verified status with appropriate entity)
Individual with a disability (Whose own income does not exceed the higher of poverty line or 70 percent of lower living standard income or receives public assistance.)	<ul style="list-style-type: none"> • Email verification from social agency, Vocational Rehabilitation agency, or authorized school personnel • Letter from child study team stating specific disability • Letter from drug or alcohol rehabilitation agency • Medical Records • Observable and/or obvious conditions (applicant statement with the interviewer serving as the corroboration witness) • Physician's statement • Psychiatrist's statement • Psychologist's diagnosis • Rehabilitation evaluation • School records • Sheltered workshop certification • Social Security Administration disability records • Social service records/referral • Veterans Administration letter/records • Vocational Rehabilitation letter • Workers' compensation record • Case notes (must have verified status with appropriate entity)
Free or Reduced Price Lunch (Individual must currently be receiving at time of eligibility determination. If a school subsidizes all students lunch and does not use individual eligibility to determine who is eligible for free and reduced lunch, this verification cannot be accepted for youth low-income determination.)	<ul style="list-style-type: none"> • Human services free lunch notice • School record or letter

Youth living in a high poverty area (Individual must currently be living in a high poverty area at time of eligibility determination.)	<ul style="list-style-type: none"> • Piece of postmarked mail
Youth Barriers Youth must document one of the following seven barriers in addition to meeting one of the low-income criteria, as applicable.	
Basic skills deficient (In-School and Out-of-School)	<ul style="list-style-type: none"> • Copy of any generally accepted standardized test • Transcript with a failing grade in a math or reading during the most recent academic year • Case notes (must have verified status with appropriate entity)
English language learner (In-School and Out-of-School)	<ul style="list-style-type: none"> • Letter from Adult Education and Literacy provider • School letter • Staff observation • Test scores • Case notes (must have verified status with appropriate entity)
Homeless or Runaway (In-School and Out-of-School)	<ul style="list-style-type: none"> • Written statement from an individual providing temporary assistance/residence • Written statement from shelter or social service agency • Human service records • Case notes (must have verified status with appropriate entity)
Foster Care (In-School and Out-of-School)	<ul style="list-style-type: none"> • Court documentation • Human service records • Case notes (must have verified status with appropriate entity)
Pregnant or parenting youth (In-School and Out-of-School)	<ul style="list-style-type: none"> • Baptismal record of the child • Birth certificate of the child • Physician's Statement • Self-declaration, if obvious

	<ul style="list-style-type: none"> • Verification from a social services agency • Case notes (must have verified status with appropriate entity)
Offender (In-School and Out-of-School)	<ul style="list-style-type: none"> • Court documents • Halfway house resident • Letter of parole • Letter from probation officer • Police records • Documents from juvenile/criminal justice • Case notes (must have verified status with appropriate entity)
Individual with a disability (In-School and Out-of-School)	<ul style="list-style-type: none"> • Email verification from social services agency, Vocational Rehabilitation agency, or authorized school personnel • Letter from child study team stating specific disability • Letter from drug or alcohol rehabilitation agency • Medical records • Observable and/or obvious conditions (applicant statement with the interviewer serving as the corroboration witness) • Physician's statement • Psychiatrist's statement • Psychologist's diagnosis • Rehabilitation evaluation • School records • Sheltered workshop certification • Social Security Administration disability records • Social service records/referral • Veterans Administration letter/records • Vocational Rehabilitation letter • Workers' compensation record • Case notes (must have verified status with appropriate entity)

Requires additional assistance to complete educational program or to secure and hold employment (In-School and Out-of-School)	<ul style="list-style-type: none"> • Local area plan • Local area policy • Individual service strategy • WIOA intake form • Case notes (must have verified status with appropriate entity)
Age of compulsory school attendance, but has not attended school for at least the most recent school year calendar quarter (Out-of-School)	<ul style="list-style-type: none"> • School records • Case notes (must have verified status with appropriate entity)
School dropout (Out-of-School)	<ul style="list-style-type: none"> • Letter from school • High school transcript • Case notes (must have verified status with appropriate entity)

Legal References

- [WIOA sec. 3, sec. 129, sec. 188, sec. 189](#)
- [20 C.F.R. § 680.120, § 680.130, § 681.200, § 681.210, § 681.220, § 681.240, § 681.250, § 681.260, § 680.660](#)
- [TEGL 08-15, TEGL 19-16, TEGL 21-16, TEGL 23-14](#)