



The following policy guidelines are hereby established regarding data validation documentation attached to the physical file regarding training participants:

**A. DOL Eligibility documents:** to be used to direct WIA staff when validating documents for USWIA program eligibility:

**1. Citizenship:** ability to work in the US

- a. birth certificate: *the birth certificate with the foot /feet should have a documentation stamp with date*
- birth registration notice: *Look for a Raised Seal on document (if original, usually has a place for immunizations on the back)*
- certificate of live birth: *Verify birth year matches issuing code;*
- passport: *in small blue bound booklet; picture of individual, birth date and citizenship status; Refer to "Guide to Selected U.S. Travel" located in Office of Records in WIA main office for various types of passports*
- DD214: *the form is two pages, back-to-front, ssn matches ss information above; has member signature and official military authority; includes pay rank and pay grade, date of birth, termination date and last duty assignment.*

*Note: for any of the above: if you are looking at a copy, verify by your signature that you are using the copy for documentation (include the date). Don't forget to add what document you are using and for what purpose: i.e., using birth certificate for age and citizenship.*

- b. social security number: card
- *Cards issued prior to 1980, the issuing agency seal is Department of Health, Education, and Welfare.*
- *Cards issued from May 1980, have the issuing agency seal of Social Security Administration*
- *may be verified on pay stub*

*Note: for any of the above: if you are looking at a copy, verify by your signature that you are using the copy for documentation (include the date). Don't forget to add what document you are using and for what purpose: i.e., using birth certificate for age and citizenship.*

**2. Age:** specific to the programs for adults or youth eligibility

- a. birth certificate: *the birth certificate with the foot /feet should have a documentation stamp with date*
- birth registration notice: *Look for a Raised Seal on document (if original, usually has a place for immunizations on the back)*
- certificate of live birth: *Verify birth year matches issuing code;*

- passport: *in small blue bound booklet; picture of individual, birth date and citizenship status; Refer to "Guide to Selected U.S. Travel" located in Office of Records in WIA main office for various types of passports*
- driver license: *this may be used to verify age*

*Note: for any of the above: **if you are looking at a copy**, verify by your signature that you are using the copy for documentation (include the date). Don't forget to add what document you are using and for what purpose: i.e., using birth certificate for age and citizenship.*

### 3. **Selective Service:** males only

- selective service card: has sss seal at top left corner; birth date matches birth and age as above; last four digits of ssn match ss card and other documents;*
- registration acknowledgement: full page with SSS seal, last four digits of ssn match ss card; date of birth matches other age and birth documents;*
- sss.gov website: print out verification or when no registration for file*

*NOTE: when there is no registration and the gentleman is 26 or younger, pull up the registration page and have him register.*

### 4. **Veteran**

- DD214: the form is two pages, back-to-front, ssn matches ss information above; has member signature and official military authority; includes pay rank and pay grade, date of birth, termination date and last duty assignment. Don't forget to add what document you are using and for what purpose: i.e., using birth certificate for age and citizenship.*

## B. **Income eligibility**

### 1. Adult

- W-2: (personal info verify SSN) name match, date, pay amount (time period covered); company name, address*
- Family size form: must be signed by someone other than the applicant (you are not allowed to sign it even if you know the family.)*
- snap/tca verification: DSS fax number is at the top if copy is faxed, identifying county office information is on letter with a signature of case worker or other DSS authority; case number for the participant is included on faxed or letter; Don't forget to add what document you are using and for what purpose: i.e., using birth certificate for age and citizenship.*
- Applicant statement: should include*
  - 1) Date statement is prepared (in the statement) and under **your signature***
  - 2) Signature of both applicant **and you (case worker/intake person)***
  - 3) Statement of responsibility: this is a sentence stating that the applicant is responsible for the accuracy of his/her statement, i.e. "I understand that I am responsible for the accuracy of this statement, and that any falsehood will result in termination from the program I am applying for."*
  - 4) Statement should indicate what document the applicant statement is substituting for; example: "this statement is to verify that I am currently unemployed, and I do not have*

*a current unemployment insurance statement or pay stub from the unemployment office.”*

2. Youth: same as adult

**C. Program eligibility: other** documentation:

1. Dislocated worker: unemployment verification, ei profiling number, lay off letter, newspaper article published about lay-off, applicant statement about lay off status;
2. Youth: specifics of barriers to employment (list)
3. Other discretionary program

***When collecting the above documentation:***

**Original documentation**

- Preference is to see the original; WIA staff copies or scan these documents into the computer for print-out at main office for physical file. if you are able to see the original, write on the copy that you saw the original document and sign the copy with the date.

**Copies of documentation**

- If you are only able to see a copy, state on our copy that you were able to view the copy, not the original and sign it with the date; WIA staff copies these documents or scans the document into computer for print out at main office.
- Look at the copy or check the scan on the computer to make sure it is a clear, legible copy
- Use the guidelines on page one to determine document validity and authenticity to the best of your ability. Don't hesitate to call or forward any documents that you are unfamiliar with or have questions about validity or authentication. Let the applicant know that you will be verifying with them the completion of their file (on some date.)
- If you have concerns about a document, ask the customer to initial the copied documents to verify that to his/her knowledge, these are legitimate documents being submitted to WIA staff. Concerns should be forwarded or brought directly to the attention of the director.

***WIA staff should contact the main office for questions regarding any unique documentation for verifying eligibility purposes.***