

WIOA Enrollment Documentation Checklist

Don't Leave Home Without It!

Name: _____ Training Program: _____
LAST FIRST MI

☛ Must Have:

- WIOA Eligibility Application
- Driver's License **or** State ID
- Family Composition and Physical Address Verification Form
- Social Security Card
- Naturalized Citizen or Alien Worker: Proof of Citizenship or Working Papers, if applicable.
- Proof of Selective Service Registration – go to www.sss.gov and **print page showing registration**, Males ONLY –BORN ON or AFTER 1/1/1960
- If Veteran of the Armed Forces claiming veterans' status: DD214 **OR**
 - For Dislocated Worker Veteran Eligibility:
 - An Imminent Separation Notice **OR**
 - An Unemployment Compensation (UCX) for Ex-Military Member

☛ Proof of Unemployment (provide AT LEAST ONE of the following items):

- GA or Out of State UI Claim Benefit Information Letter
- GA or Out of State UI Pay History
- Layoff Letter from last employer (on letterhead) **OR**
- Bank Statement showing UI Deposit

☛ Proof of Family Income:

- Check stubs for **ALL** wage earners showing income in the **HOUSEHOLD** for the last **6 months** **OR**
- Social Security Disability Income/Benefits: Letter from the Social Security Administration
- Public Assistance: TANF/SNAP Card **AND** Eligibility Notice from Department of Human Services **OR** <https://compass.ga.gov/selfservice>, if applicable.

☛ Miscellaneous:

- Proof of Financial Aid Form from College **OR** "Letter of No Financial Aid Acceptance" from Training Provider (Letterhead)
- For **PICK-UP** Status, Un/Official Transcript from College
- Assessments: ○ **TABE**: Date: _____ ○ **O*Net**: Date: _____
○ **COMPASS**: Date: _____ ○ **Career Scope** Date: _____
- Copy of latest Resume'
- WIOA Orientation/Overview—Date: _____
- Copy of High School Diploma **or** GED, if applicable (for Apprenticeship Programs)
- 7-Year MVR Report (within the last 30 days) **for customers interested in CDL training ONLY**, if applicable

Additional Documents MAY be requested to determine WIOA Eligibility

Completed Packet/Submitted and Received by: _____ Date: _____

Documents Verified by: _____ Date: _____