****

**WIOA**

**General Eligibility Documentation Form**

*Career Planner Verification*

This form is used to record and verify the appropriate documents were examined for enrollment. This form is not an all-inclusive list. See [Chapter 12 File Documentation](https://dwd.wisconsin.gov/wioa/policy/12/) for additional details and allowable documents.

Check [ ]  next to item examined. Only one selection per data element is required. ***For each document examined show the element being verified (Date of Birth, Social Security Number, etc.) and the document's identifying information (document date, reference number, issuing agency, expiration date, etc.).***

**All documents must be UNEXPIRED**

|  |  |
| --- | --- |
| Applicant Name      | ASSET PIN      |
| **Age:** Date of Birth*(Not Required for DW Eligibility)*     /     /     *Expiration Date:* */**/* | Verified by:[ ]  Birth Certificate\*      [ ]  Driver’s License *(must include State and License #)*      [ ]  ID Card      [ ]  Other (describe)       |
| **Eligible to Work in the United States**See [Chapter 12 File Documentation](https://dwd.wisconsin.gov/wioa/policy/12/) for additional details and allowable documents.*Expiration Date:* */**/* | Verified by:[ ]  Driver’s License *(must be used in addition to Social Security Card or other List C item)*      [ ]  Social Security Card *(must be used in addition to a Driver’s License or other List B item)*      -     -     [ ]  Birth Certificate\* *(must be used in addition to a Driver’s License or other List B item)*      [ ]  Passport\*      [ ]  Immigrant/Resident Alien Card\*      [ ]  Other *(describe)*       |
| **Selective Service Compliance***(Must register if male and born after 1/1/1960 and is over 18 years old)**Not Required if:**[ ]  Female* *[ ]  Entered US after age 26 (need documentation)[ ]  Born before 1/1/1960**[ ]  Not yet 18 years old* | Verified by: [ ]  Selective Service Status Information Letter[ ]  Internet ([www.sss.gov](http://www.sss.gov)) *Printout needed for file.*[ ]  Telephone (888) 655-1825      [ ]  Selective Service Card      [ ]  Other *(describe)*       |

\**Items that cannot be photocopied. See* [*Chapter 12.2.6*](https://dwd.wisconsin.gov/wioa/policy/12/12.2.htm%20%20) *for additional details on photocopying.*

* To be eligible for the WIOA **Adult** program, the applicant must be at least 18 years old, eligible to work in the United States, and compliant with Selective Service.
* To be eligible for the WIOA **Dislocated Worker** program, the applicant must be eligible to work in the United States, compliant with Selective Service, ***PLUS*** must meet criteria on the *WIOA Title 1 Dislocated Worker Program Eligibility Self-Attestation Form*.
* To be eligible for the WIOA **Youth** program, applicant must meet the criteria as specified in DWD policy at <https://dwd.wisconsin.gov/wioa/policy/10/10.3.101.pdf>.

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Certified by WIOA Career Planner |  | Date of Determination |

The Western Wisconsin Workforce Development Board and its service providers are equal opportunity employers and service providers.

If you have a disability and need to access this information in an alternative format, or need it translated to another language, please contact

Melisa Myers, 608-789-5499, myersm@westernwdb.org or Wisconsin Relay 711.