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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](#) 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 for additional details and allowable documents. Expiration Date: ____/____/____		Verified by: ☐ Driver's License (must be used in addition to Social Security Card or another 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. Turns 18 on ____/____/____		Verified by: ☐ Selective Service Status Information Letter ☐ Internet (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](#) 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 **QUEST** DWG program, the applicant must be eligible to work in the United States, compliant with Selective Service, **PLUS** must meet criteria as specified in DWD's *QUEST DWG Project Implementation Plan (PIP)* at <https://dwd.wisconsin.gov/wioa/policy/08/08.9.1.104.101.pdf?v=2>
- 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 the Western Wisconsin Workforce Development Board EO Officer, Tira Ferry, 608-789-4584, tira@westernwdb.org or Wisconsin Relay 711.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be UNEXPIRED.

Documents extended by the issuing authority are considered unexpired.*

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority. For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITHINS AUTHORIZATION (3) VALID FOR WORK ONLY WITHDHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal. 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security for examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.			
● Receipt for a replacement of a lost, stolen, or damaged List A document. ● Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. ● Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.