

## Intake WIOA Checklist

Please bring these items to your intake appointment.

- A. We must see the ORIGINAL but we will keep black and white photo copies of the following documents:**
- Government issued valid ID (with current address). If the government-issued ID does not have current address, a utility bill or landlord statement may be used to confirm residence.
  - Social Security Card (must be signed)
  - Birth Certificate, US Passport, or other applicable documentation
  - Selective Service Registration Card or printout from [www.sss.gov](http://www.sss.gov) (Does not apply to females or to males born before 1960)
  - DD214 if claiming Veteran status
  - High School diploma or transcript showing graduation **or** GED **or if attended college**, must provide the degree or college transcripts (unofficial is okay).
- B. If receiving Unemployment Insurance or have exhausted UI within the last 12 months:**
- If applicable and available, a lay-off letter or public announcement of previous lay-off that indicates the employer and date of lay-off, and
  - Verification of UI award and printout of Benefits History ([www.desncc.com](http://www.desncc.com) > view benefit payment history) or
  - If appropriate, a lay-off letter or correspondence from employer of impending lay-off or closing
  - Documentation of your household last six months of gross wages earned
  - If married, copied of marriage certificate
  - Letter from previous employer documenting employment status
- C. If not receiving Unemployment Insurance:**
- Documentation, if currently receiving Food Stamps, or TANF or other public assistance from the agency from which receiving the benefit (or documentation that they received the benefit within the last six months).
  - If *not* receiving TANF, Food Stamps or UI, proof of **family** gross income for the last six months (i.e. pay stubs, SSI or SSDI award letters, letter from employer documenting six months of gross income). Family is defined as:
    - **A married couple and dependent children**
    - **A parent and dependent children**
    - **A guardian and dependent children**
    - **A married couple**
  - If married, copies of marriage record
  - Letter from previous employer documenting employment status
- D. Additional documents needed by both programs:**
- Current Resume
  - WIOA Participation Guidelines
  - Career Research Questions
  - Any emails/letters from employers (if applicable)
  - Supplemental Security Income (SSI) Please bring one of the following:
    - Public assistance records/ printout
    - Statement from social services agency
    - Social security benefits records

- Receiving Social Security Disability Insurance Income (SSDI):
  - Public assistance records/ printout
  - Statement from social services agency
  - Social security benefits records
- Considered to have a disability? Please bring on of the following:
  - Social Security Administration disability records/ referral
  - Veterans Administration letter records
  - Vocational rehabilitation letter