

Ready-to-Work Eligibility Review and Verification Record

Applicant's Name: _____

Application Date: _____

Last 4 digits of SSN: _____

Employment Goal _____

Reviewed	Eligibility Criteria	List Documentation Attached
<input type="checkbox"/>	Age / Date of Birth	_____
<input type="checkbox"/>	Work Authorization <i>See I-9 form for acceptable documentation</i>	_____ _____
<input type="checkbox"/>	<p>Long Term Unemployed Status</p> <p>Unemployed / underemployed 27 consecutive weeks or more and lost job 12/1/07 or later:</p> <ul style="list-style-type: none"> ○ Last day worked: _____ ○ Application date: _____ ○ # of weeks unemployed: _____ 	<input type="checkbox"/> Documentation from employer <input type="checkbox"/> Documentation from EDD representative <input type="checkbox"/> UI documentation verifying laid off at least 27 weeks ago <input type="checkbox"/> Other documentation: _____ <input type="checkbox"/> Self-attestation – used only when an item is unverifiable or is unreasonably difficult to obtain
<p>Does the applicant meet the underemployed definition? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, attach case note re: underemployment</p> <p><i>Definition:</i> Individuals who lost their job during or after the recent recession and have obtained only episodic, short-term, or part-time employment for a period of 27 consecutive weeks, but have not yet reconnected with a full-time job commensurate with the individual's level of education, skills, and previous wage or salary earned prior to the individual's loss of permanent employment.</p>		
<input type="checkbox"/>	<p>Education Status</p> <ul style="list-style-type: none"> ○ <i>High School Graduate</i> ○ <i>GED</i> ○ <i>Post-Secondary Education</i> 	<input type="checkbox"/> HS Diploma / GED <input type="checkbox"/> Documentation of post-secondary coursework <input type="checkbox"/> Resume / self-attestation
<input type="checkbox"/>	<p><i>Suitable for grant based on: some postsecondary education and/or work experience allowing success in obtaining non-entry level H-1B high tech occupation</i></p>	<input type="checkbox"/> Attach case note RE: suitability for grant <input type="checkbox"/> Resume

Reviewed by: _____