**Office of Economic and Workforce Development**  
**Workforce Development Division**

**WIA TITLE I ELIGIBILITY VERIFICATION FORM**

- [ ] Youth  
- [ ] Adult  
- [ ] Dislocated Worker

<table>
<thead>
<tr>
<th>Participants Name</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>Verification Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results/Eligibility Criteria</th>
<th>Auditor-Accepted Verification (Check Source Used)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>ALL DOCUMENTS MUST BE UNEXPIRED</strong></td>
</tr>
</tbody>
</table>

**I. US WORK AUTHORIZATION**

**Verification Documents that Satisfy List A**
- [ ] US Passport or U.S. Passport Card
- [ ] Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- [ ] Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- [ ] Employment Authorization Document that contains a photograph (Form I-766)
- [ ] Nonimmigrant alien authorized to work – foreign passport with Form I-94 or Form I-94A indicating nonimmigrant admission.

**Verification Documents that Satisfy List B and C**
- [ ] Valid Drivers License or ID Card
- [ ] ID Card issued by federal, state or local government agency with photograph
- [ ] School ID card with photograph
- [ ] Voter’s Registration Card
- [ ] US Military card or draft record
- [ ] Military dependent’s ID card
- [ ] US Coast Guard Merchant Marine Card
- [ ] Native American tribal document
- [ ] Driver’s License issued by a Canadian government authority
- [ ] US Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)
- [ ] Certificate of Birth Abroad issued by the Department of State (Form FS-545)
- [ ] Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- [ ] Native American tribal document
- [ ] US Citizen ID Card (Form I-197)
- [ ] ID Card for use of Resident Citizen in the United States (Form I-197)
- [ ] Employment authorization document issued by Department of Homeland Security

**II. SELECTIVE SERVICE REGISTRATION**

- [ ] Telephone or Internet Verification Form
- [ ] SSS Form 1 – Photocopy
- [ ] Status Information Letter from SSS
- [ ] DD 214 (US Military Discharge - Honorable)
- [ ] Registration Acknowledgement Letter-Photocopy
- [ ] OE WD Approval Letter
- [ ] Not Required

**III. AGE**

- [ ] Drivers License or California ID  
- [ ] Birth Certificate  
- [ ] US Passport  
- [ ] Other: __________________________

**IV. ADULT**

- [ ] if unemployed or employed must need more than Core A Services  
- [ ] if employed, must show unable to attain self-sufficiency, (per OEWD Directive D07#13) for Intensive or Training.

WIA Title I Eligibility Verification Form/AF/08-15-09
### V. YOUTH – Additional Eligibility Criteria

In addition to meeting the income criteria, must have one or more of the following barriers to education or employment:

- Deficient in basic literacy skills;
- A school dropout;
- Homeless, runaway, or a foster child;
- Pregnant or a parent;
- An offender; or
- An individual who requires additional assistance to complete an educational program, or to secure and hold employment: \( \bigcirc \)

Note:

#### VI. DISLOCATED WORKER MUST BE ONE OF THE FOLLOWING TYPES:

**TYPE “1” \((A + B + C)\)**  
**A.** Employer Notice of Termination or Layoff or EDD Verification  
Documentation of eligibility for or collection or exhaustion of UI Benefits OR able to document recent attachment to the workforce through pay stubs, contract, etc.

One of the following & Sign and complete Unlikely to Return Affidavit

- State or locally developed lists of declining industries/occupations, \( \text{(local lists must be developed by an appropriate entity such as the Chamber of Commerce, Workforce Development Board, a qualified consultant, educational entity, etc.)} \)
- Lack of job offers as documented by UI office or rejection letters from employers or other documentation of unsuccessful efforts to obtain employment in prior occupation.
- Documentation of insufficient education and/or skills necessary for reentry into former industry/occupation.
- Documentation of physical or Emotional problems which would preclude reentry into former industry/occupation (e.g. physicians letter) OR
- Documentation of poor employment history (sporadic/less-than-full-time stopgap/income maintenance employment, etc.); rejection letters; OR UI has exhausted coupled with evidence of lack of employment.

**NOTE:** IAW (Initial Assistance Workshop) NOTICE SERVES TO DOCUMENT BOTH B & C

**TYPE “2”**  
Permanent closure of a Plant or Facility/substantial layoff  
Employer notice of intent to permanently close or WARN NOTICE OR Newspaper articles OR Public notices concerning closure PLUS evidence individual was employed at the facility (e.g. UI document, layoff letter, employee ID, payroll records)

**TYPE “3”**  
Self-employed & presently unemployed as a result of general economic conditions.

A) Statement of Economic Condition relevant to the situation: PLUS  
B) Documentation which substantiates unemployment was a result of economic condition, general economic condition NOT, poor business practices (e.g. LMI records from EDD)  
AND  
Profit & Loss Statements of business showing losses PLUS Notice of foreclosure or intent to foreclose or document which shows business no longer exists.

**TYPE “4”**  
Displaced Homemaker has been providing unpaid services to family members in the home I (A) has been dependent on income of another family member but is no longer supported by that income; & (B) is unemployed or underemployed & is experiencing difficulty obtaining or upgrading employment.

Documentation of termination of support from other family member AND UI records or other documentation which indicates difficulty in obtaining adequate employment (part time or “dead end” type jobs). Job Service Verification, rejection letters from employers, etc.

**TYPE “5”**  
Voluntarily Terminated Employment and UI Eligible

Has voluntarily terminated employment, and has been determined eligible to receive UI benefits, and is unlikely to return to a previous industry or occupation.

**Note:** In the case of individuals not profiled, UI benefit check stubs meet the documentation requirement.

- Appointment Notice of referral to an Initial Assistance Workshop (IAW); or  
- Screen print of IAW schedule; or  
- Reemployment Plan generated from IAW; or  
- Invitation Letter to Self Employment Assistance (SEA)Orientation; or  
- Screen print of SEA schedule

**Note:** If one of the above is not available, documented telephone verification from the EDD field office will suffice.
### FOR ELIGIBILITY PROVIDER – CERTIFICATION STAFF USE ONLY

#### VII  INCOME ELIGIBILITY (Only applicable if "priority of service" is in place.)

Unemployed – UI records, check stubs or self-certification form. PLUS documentation of low income (see chart below)

<table>
<thead>
<tr>
<th>Family Income, If so</th>
<th>Family Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>(6 months)</td>
<td></td>
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</tbody>
</table>

Calculations: (Indicate below how the last six months of income was calculated)

#### WAIVER

(Above the San Francisco Lower Living Standard Income Criteria and below San Francisco Self-Sufficiency Standard)

- Youth 5% Window
  - Waiver request letter approved by OEWD
- Adult 10% Window
  - Waiver request letter approved by OEWD

The above named participant:

- Is eligible to participate in the above program
- Did not provide sufficient documentation for the category(ies) circled below:
  - Lawfully permitted to work in the U.S.
  - Resident of San Francisco
  - Registered for Selective Service
  - Age requirement
  - Economically disadvantaged
  - Other: ___________________________________________________________________

Signature of Authorized WIA Eligibility Representative

Date Determined WIA Eligible:

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### FOR ELIGIBILITY PROVIDER – QUALITY ASSURANCE USE ONLY

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WIA Application Complete</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIA Application is Reasonable and Internally Consistent</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Correct Determination</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Eligibility Determination Validated</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Reviewed By: ___________________________ Date: __________

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TO BE FILED IN PARTICIPANTS FILE FOR QUARTERLY REVIEW OF ELIGIBILITY INTO WIA PROGRAMS
APPLICANT INFORMATION

The applicant is required to bring this form to the scheduled certification interview with a completed Application Form. If the applicant is under the age of 18, the Application Form Affidavit and the Work Permit must be signed by a parent or legal guardian.

All individuals receiving intense services must provide documents to satisfy the following areas:

1. **Evidence of identity and work authorization.**
   If the applicant is a citizen, the applicant must bring a document that establishes identity such as a state issued driver's license or state issued I.D. card and a Social Security Card or birth certificate. If the applicant is not a U.S. citizen, the applicant must bring an Alien Registration Card (I-551- or other document verifying work authorization. Please refer to the reverse side of an I-9 employment form for additional acceptable documents.

2. **Evidence that the applicant is a resident of San Francisco.**
   Acceptable examples of documents listed below should be in the name of the applicant or a name of any family member living in the household and must be dated within the last six (6) months. The address on the document must have the same address as the application.

   Acceptable examples of evidence of San Francisco residency are:
   - Valid California DMV or I.D.
   - Rent receipt on official letterhead
   - Landlord statement
   - Insurance Policy (residence or auto)
   - Food Stamp award letter
   - Utility bill
   - Valid California I.D. Card
   - Selective Service Registration Card
   - Official mail with address

3. **Selective Service Registration.**
   If the applicant is a male 18 years or older, at the time of application, he must bring evidence of Selective Service registration. If the applicant is unable to obtain documented evidence, the One Stop Center staff will attempt to verify registration independently. If verification cannot be obtained, the applicant will be found ineligible.

4. **Evidence of age.**
   Acceptable examples of evidence of age are:
   - Birth certificate
   - Baptismal record
   - Passport
   - Benefits Card
   - Valid California I.D. Card
   - USCIS documents
   - School I.D (with birth date)
   - Passport
   - USCIS documents
   - Military Card

5. **Evidence of individual status/family income.**
   The applicant must bring evidence of income for each applicable income source within the last six months, for all family members who live within the same household.

   Acceptable examples of evidence of income include:
   - Pay stubs
   - Interest or dividend statements
   - EDD Unemployment Insurance records
   - Statement verifying wages from employer(s)

   Evidence of individual status/family size.
   Applicant must bring evidence of all family members living in the same household. Acceptable examples of evidence of family size include (one document for each family member):
   - Birth certificates
   - California Driver’s License/Identification Card
   - Wage statement(s) (with current address)
   - Report card(s) (with current address)

6. If any additional information is needed to be verified based upon the Subcontract with OEWD, the Service Provider or One Stop Career Link Center staff person setting the certification appointment is required to indicate this in the criteria heading of other and provide appropriate document(s) to satisfy the criteria. Please refer to your Service Provider for further assistance.