



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 (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 > 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

Equal Opportunity/Affirmative Action Employer/Program
Auxiliary aids and services available to individuals with disabilities
Revised 11/16/2017