



Request for Documentation Verifications – Mtn Area

When enrolling in federal programs document verification is often required. IF any of the following categories apply to you, please provide **one** of the verification documents listed under that category. (Questions 1-10 are required.)

1 - Social Security Number Verification is Required. Please provide one of the following documents:

- ☐ Social Security Card

2 - Date of Birth and Age Verification is Required. Please provide one of the following documents:

- ☐ Driver's License
- ☐ Passport
- ☐ Birth Certificate

3 - Citizen Verification is Required. Please provide one of the following documents:

- ☐ Documents specified on the I-9 from Column B and Column C
- ☐ Birth Certificate
- ☐ United States Passport

4 - Selective Service Verification is Required for all Male participants. Please provide verification from one of the sources below:

- ☐ Internet www.sss.gov
- ☐ Selective Service Acknowledgement Letter

5 - Employment Status Verification is Required. Please provide one of the following documents:

- ☐ UI Records
- ☐ Employer Contact (6 months paystubs)

6 - Highest Education Level Completed Verification is required:

- ☐ Any applicable documentation

7 - School Status Verification is required:

- ☐ Written Customer Self Attestation (Form provided by the WIOA case manager if not currently enrolled)
- ☐ School records

8 - Family Size Verification is Required:

- ☐ Public assistance/social service agency records
- ☐ Landlord statement
- ☐ Marriage certificate
- ☐ Most recent tax return supported by IRS documents

9 - Family Income Verification is Required:

- ☐ Pay stubs or direct deposits for the last 6 months
- ☐ Unemployment Insurance documents and/or printouts

10 - Dislocation Category Verification. Please provide proof from one of these Categories:

- ☐ Cat 1 or 2: Separation Notice
- ☐ Cat 3: WARN notice

11 – Veteran status is Required if you are a veteran:

- ☐ DD214
- ☐ Military Document
- ☐ Drivers License with military designation

12 - Unemployment Compensation Status Verification is required IF you are receiving or exhausted UI benefits:

- ☐ UI records (Benefit History, Wage, Record)

13 - Disability Verification is Required if applying for or receiving disability payments:

- ☐ Medical records
- ☐ Social Security Administration disability records
- ☐ Veterans Administration letter/records



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14- TANF Verification is Required if receiving Temporary Assistance for Needy Families benefits. Please provide one of the following documents:

- ☐ Public assistance records/printout
- ☐ Statement from Social Services agency
 - ☐ Within 2 years of exhausting TANF? (Show proof in documentation)

15 - SSI Verification is Required if receiving Supplemental Security Income. Please provide one of the following documents:

- ☐ Social Security Benefits Records
- ☐ Public assistance records/printout
- ☐ Statement from Social Services agency

16 - General Assistance (GA) Verification is Required if receiving benefits from Social Services:

- ☐ Public assistance records/printout
- ☐ Refugee assistance records
- ☐ Statement from Social Services agency

17 - SNAP Food Stamp Verification is Required if receiving Supplemental Nutrition Assistance Program benefits:

- ☐ Current authorization to obtain food stamps
- ☐ Letter from food stamp disbursing agency
- ☐ Public assistance records/printout

18 - Refugee Cash Assistance Verification is Required if receiving Refugee Cash Assistance:

- ☐ Public assistance records/printout
- ☐ Refugee assistance records
- ☐ Statement from Social Services agency

19 - SSDI Verification is Required if receiving Social Security Disability Insurance:

- ☐ Public assistance records/printout
- ☐ Statement from Social Services agency
- ☐ Social Security Benefits Records

20 - English Learner Verification is Required if seeking Education Services and language could be a barrier:

- ☐ Test Scores

21 - Basic Skills Deficient Verification is Required if seeking Educational Services:

- ☐ School record
- ☐ Standardized Assessment Test

22 - Homeless Verification is Required if you are homeless:

- ☐ Written statement from shelter
- ☐ Written statement from Social Service agency, Mental Health Agency, Health Department, or Substance Abuse Agency
- ☐ Written statement from an individual providing residence
- ☐ Written Law Enforcement Verification

23 - Offender Verification is Required if you are a current or former offender:

- ☐ NC Dept of Public Safety printout
- ☐ Copies of Prison Records
- ☐ Court documents
- ☐ Police records

24 - Displaced Homemaker Verification is Required if you are a Displaced Homemaker:

- ☐ Spouse's Death Certificate
- ☐ Spouse's Layoff Notice
- ☐ Court Records
- ☐ Public Assistance Record