

WIOA TITLE IB GENERAL AND FUND SOURCE ELIGIBILITY REQUIREMENTS AND DOCUMENTATION SOURCES

General Eligibility Requirements

All Title IB registered participants must meet the following two general eligibility requirements.

Self-attestation may be an acceptable form of documentation as outline within this document. However, self-attestation in ALL cases should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available.

| Eligibility Requirement | Explanation of Requirement | Documentation Sources Allowed |
|---|---|---|
| GE.1. Authorized to work in the United States | Individuals participating in Title 1 programs and activities or receiving funds under Title I shall be citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. (Sec. 188 (a)(5)) | <ul style="list-style-type: none"> • Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States) • Certificate of Naturalization (INS Form N-550 or N-570) • Hospital record of birth or Baptism/Church record (if date of birth shown) • U.S. social security card issued by the Social Security Administration (other than a card that indicates not valid for employment) • U.S. Passport (Unexpired or Expired) • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • Consular Report of Birth Abroad or Certification of Birth • Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) • Alien Registration Card indicating Right to Work • DD-214 / Report of Transfer or Discharge • Permanent Resident Card or Alien |

| | | |
|---|---|--|
| | | <p>Registration receipt Card with photograph (INS Form I-151 or I-551)</p> <ul style="list-style-type: none"> • Foreign passport stamped eligible to work • Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization • Unexpired Temporary Resident Card (INS Form I-688) • Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph • Unexpired Reentry Permit (INS Form I-327) • Unexpired Refugee Travel Document (INS Form I-571) • ID Card for us of Resident Citizen in the united States (INS Form I-179) • IDES UI Information (UI claimants only) • Unexpired Employment Authorization Document issued by the INS • Self-attestation on how to meet DACA requirements outlined in – DOL TEGL 02-14 <p>NOTE: Another verification source list is the “List of Acceptable Documents Used for INS Form I-9 to Determine Identity and Employment Eligibility”. One verification source from List A OR one verification source from List B AND one verification source from List C are required to determine Identity and Employment Eligibility</p> |
| <p>GE.2. Compliance with Military Selective Service Requirement</p> | <p>All males born after December 31, 1959, who have reached age 18, must be registered with the Selective Service Administration as required by the Selective Service Act, (50 USC App. 453). (Sec. 189(h))</p> | <ul style="list-style-type: none"> • Selective Service registration card • Selective Service verification form • Stamped Post Office receipt of registration • DD-214 / Report of Transfer or Discharge • Veteran’s Identification Card • Selective Service Registration Record |

| | | |
|--|--|--|
| | | <p>(Form 3A)</p> <ul style="list-style-type: none">• Acknowledgement letter• SDA / State registration process• Selective Service Registration Record (Form 3A)• Selective Service Verification Website printout: https://www.sss.gov/RegVer/wfVerification.aspx• Locally Approved Selective Service Waiver (For males who did not register – “Status Information Letter” <u>and</u> written self-attestation) |
|--|--|--|

DRAFT

Adult Eligibility Requirements

To be eligible to participate in activities and services specified in Section 134 of the WIOA under the adult funding stream, an individual shall meet the general eligibility requirements and, at the time of eligibility determination, be age 18 or older. (Sec. 3(2))

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

| Adult Requirements | Explanation of Requirement | Documentation Sources Required |
|----------------------|----------------------------|---|
| A.1. Age 18 or older | | <ul style="list-style-type: none"> • Birth certificate • Driver's license School records / identification card • Public assistance / social service records • Federal, State or Local Government identification card • DD-214 / Report of Transfer or Discharge • Hospital record of birth or baptismal/church record (if date of birth shown) • Passport • Workers compensation record • Illinois Secretary of State issued State of Illinois identification card • Selective Service Records • Court Records • State/federal Indian census records • Adoption record • Immigration or Naturalization papers |

Dislocated Worker Eligibility Requirements

To be eligible to participate in activities and services specified in Section 134 of the WIOA under the dislocated worker funding stream, an individual shall meet general eligibility requirements and the following dislocated worker eligibility requirements: (Sec. 3(15))

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

| Dislocated Worker Requirements | Explanation of Requirement | Documentation Sources Required |
|---|---|---|
| DW.1. Terminated or laid off, or has received notice of employment termination or layoff, and | Individuals receiving a general notice of termination or layoff may continue to be employed for a specified time. Individuals are required to receive an individual written notice specifying a layoff or termination date. | <ul style="list-style-type: none"> • Public notice of closing and a written notice specific to an individual or an employer generated list of individuals to be laid off or termination (WARN Notice or media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication) • Individual letter or employer generated list of individuals to be laid off or terminated • Certification of expected separation • Employer or union representative certification, letter or statement of expected separation • Self-attestation |
| DW.1.a Eligible or has exhausted entitlement to unemployment insurance (UI); or | | <ul style="list-style-type: none"> • IDES unemployment insurance records or other state's UI records • UI profiling (auto-populated to IWDS) • IBIS documentation supporting UI • Statement by an IDES UI representative |

| | | |
|---|--|---|
| <p>DW.1.b Has been employed a duration sufficient to demonstrate attachment to the workforce (six months in Illinois), but is not eligible for unemployment compensation due to insufficient earnings or having preformed services for an employer that were not covered under a State unemployment compensation law; and</p> | | <ul style="list-style-type: none"> • Pay check stubs • W-2 and/or tax returns • Completed work history showing at least 6 months employment in the industry or occupation that shows the individual worked at an employer who did not pay into the State UI System • IDES or other State's employment records that shows the individual worked at an employer who did not pay into the State UI System or insufficient wages to draw UI • Statement by the employer or union representative • Statement by an IDES UI representative • Self-attestation |
| <p>DW.1.c Is unlikely to return to a previous industry or occupation.</p> | | <ul style="list-style-type: none"> • Labor market data showing 4-dgit NAICS Code category with less than a zero growth projection • Labor market data showing occupation as defined by O*Net category with an average annual employment growth rate of less than the statewide average growth rate for all occupations • Has Labor market data showing occupation with fewer than 50 annual job openings on a state-wide basis • IDES records or other State's UI records as evidence of unemployed status for at least 26 weeks; and Job Service documents as evidence of 1 month of documented job search • Documented Assessment supporting "Requires Additional Assistance" criteria based on education, skills and work experience of client (Should only be used when client does not meet one of the other criteria addressed above). |

| | | |
|--|--|--|
| | | <p>Examples might be:</p> <ul style="list-style-type: none"> ▪ Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations ▪ Department of Vocational Rehabilitation statement indicating applicant's inability to return to previous industry/occupation due to physical limitations • Notice of UI profiling session • Record of unsuccessful job search of at least one month combined with at least six months unemployment • Self-attestation |
| <p>DW.2. Terminated or laid off, or received notice of termination or layoff from employment due to permanent closure of or substantial layoff at a plant, facility or enterprise; and</p> <p>a. Is employed at facility in which the employer made general announcement that the facility will close within 180 days.</p> | <p>Individuals receiving a general notice of termination or layoff may continue to be employed for a specified time. Individuals are required to receive an individual written notice specifying a layoff or termination date.</p> | <ul style="list-style-type: none"> • Public notice of closing and a written notice specific to an individual or an employer generated list of individuals to be laid off or termination • Individual letter or employer generated list of individuals to be laid off or terminated • Certification of expected separation • WARN Notice • Employer or union representative letter or statement • Media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication • Bankruptcy documents, if declared under Chapter 7, Title 11, U.S.C. • Notice of foreclosure or a similar document provided by financial institution; document must clearly show that a closure or mass layoff will occur as a result of its issuance • Statement from the employer's bank official, attorney, supplier, accountant, or |

| | | |
|--|--|--|
| | | <p>another knowledgeable individual</p> <ul style="list-style-type: none"> • Telephone verification with written case notes supporting conversation with career planner • Self-attestation |
| DW.3. Self-employed but unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters | <p>Includes farmers, ranchers or fishermen</p> <p>General economic condition and/or natural disaster resulting in unemployment must be specified</p> | <ul style="list-style-type: none"> • Bankruptcy documents listing both name of business and applicant • Bank records indicating outstanding loans or inability to obtain loans • Copy of federal income tax return (Schedule SE) for most recent tax year • Notice of foreclosure or intent to foreclose • Media article/announcement describing closure which includes name of medium in which published and publication date • Articles of incorporation for the business listing the applicant as a principal • Self-attestation |
| DW.4. Displaced homemaker | <p>Individual who was providing unpaid services to family members in the home who:</p> <p>1. Has been dependent on the income of another family member but is no longer supported by that income, or</p> | <ul style="list-style-type: none"> • Court records • Layoff notice / business closure • Self-attestation plus collaborated statement • Pay stubs or records • Divorce papers • Bank records • Notice of eligibility and benefits from public assistance agency • Spouse's layoff notice • Spouse's disability check • Spouse's death notice • Employer verification |

| | | |
|--|--|--|
| | <p>2. Is the dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced because of the deployment, call or order to active duty, a permanent change in station, or the service-connected death or disability of the member; and</p> <p>3. Is unemployed or under-employed and is experiencing difficulty in obtaining or upgrading employment.</p> | <ul style="list-style-type: none"> • Verification of job search • Self-attestation <p>Note:</p> <ul style="list-style-type: none"> • Self-attestation of marital status would be acceptable if individual is unable to afford to file for legal separation or divorce <ul style="list-style-type: none"> • DD-214 / Report of Transfer or Discharge • Armed Forces issued dependent identification card – showing client is the spouse of an Active Duty Service Member • Service members call to active duty documentation • Service members permanent change of station (PCS) orders • Federally issued Determination Letter • VA Determination Letter • Death certificate and VA Determination Letter • Notification documentation for missing in action, captured in the line off duty or forcibly detained or interned <ul style="list-style-type: none"> • Work history of client • IDES records or other State's UI records • Case notes specific to difficulties obtaining or upgrading employment |
|--|--|--|

| | | |
|---|--|---|
| <p>DW.5. Spouse of a member of the Armed Forces on active duty and:</p> | | <ul style="list-style-type: none"> • Armed Forces Issued Dependent Identification Card - showing client is the spouse of Active Duty Service Member |
| <p>DW.5.a Has experienced loss of employment as a direct result of relocation to accommodate permanent change in duty station, or</p> | | <ul style="list-style-type: none"> • Service members permanent change of station (PCS) orders • DD-214 / Report of Transfer or Discharge |
| <p>DW.5.b Unemployed or under employed and experiencing difficulty in obtaining or upgrading employment</p> | | <ul style="list-style-type: none"> • Work history of client • IDES records or other State's UI records • Case notes specific to difficulties obtaining or upgrading employment • Self-attestation |

DRAFT

Youth Eligibility Requirements

To be eligible to participate in activities and services specified in Section 129 of the WIOA under the youth funding stream, an individual shall meet the general eligibility requirements (as outlined in GE.1 and GE.2 above) and, at the time of eligibility determination, be an out-of-school youth or an in-school youth as defined by WIOA Section 129.

Regardless of marital status, a parent or legal guardian is required to sign eligibility documents if the youth is age 17 or younger. If the LWDA is unable to secure a co-signer, the signature of a responsible adult with knowledge of the individual's family history is acceptable.

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

As required by WIOA, the State defines "not attending any school". That definition at this time is still under consideration and will be shared when approved. Until that point in time, eligibility determination based on "not attending any school" should be based on the same principles as were used under WIA. If there are any questions, they should be forwarded to the Office of Employment and Training for further assistance.

The following two sections document requirements for out-of-school youth and in-school youth eligibility.

Out-of-School Youth (OSY) Eligibility Requirements

| Out-of-School Youth Requirements | Explanation of Requirement | Documentation Sources Allowed |
|--|----------------------------|---|
| OSY.1. Not attending any school (as defined under State law); | | <ul style="list-style-type: none"> • Self-attestation |
| OSY.2. Not younger than age 16 or older than age 24; , at the time of receipt of first WIOA youth service (other than self-service); and | | <ul style="list-style-type: none"> • Birth certificate • Driver's license • School records / identification card • Public assistance / social service records • Federal, State or Local Government identification card • DD-214 / Report of Transfer or Discharge |

| | | |
|---|--|---|
| | | <ul style="list-style-type: none"> • Hospital record of birth • Passport • Workers compensation record • Illinois Secretary of State issued State of Illinois identification card • Baptismal/church record or hospital record of birth • Court records (such as birth, adoption, or fostering) • Work permits • State/Federal Indian census records • Adoption record • Immigration or Naturalization papers |
| OSY.3. A school dropout; or | An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent | <ul style="list-style-type: none"> • Attendance record • Dropout letter • School record indicating non-attendance • Self-attestation |
| OSY.4. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter; or | | <ul style="list-style-type: none"> • Attendance record • School record indicating non-attendance |
| OSY.5. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual; and | A recognized equivalent to a secondary school diploma includes: XXX | <ul style="list-style-type: none"> • Copy of secondary school diploma or recognized equivalent • Letter from Educational Institution verifying graduation and date of graduation • Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income |
| OSY.5.a Basic skills | A youth with English reading, writing or | <ul style="list-style-type: none"> • Results from an authorized assessment |

| | | |
|--|---|--|
| deficient; or | computing skills at or below the 8 th grade level on a generally accepted standardized test; or a youth unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. | test <ul style="list-style-type: none"> • School records verifying why individual is unable to take an assessment test |
| OSY.5.b. English language learner; | Youth with limited ability in reading, writing, speaking, or comprehending the English language and: 1) whose native language is not English, or 2) who lives in a family or community environment where a language other than English is the dominant language. | <ul style="list-style-type: none"> • Results from an authorized assessment test • Case notes from career planner discussions with participant • Self-attestation |
| OSY.6. Subject to the juvenile or adult justice system; or | | <ul style="list-style-type: none"> • Court Halfway house resident • Letter of parole • Letter of probation officer or court • Officer – offender policy records |
| OSY.7. a. Homeless ¹ , a homeless child or youth ² , a runaway, | | <ul style="list-style-type: none"> • Written statement or telephone verification from agency or individual providing temporary residence, shelter or social service agency • WIOA registration form (signed and dated) • Self-attestation |
| OSY.9. b. In foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act ³ , or in an out-of-home | | <ul style="list-style-type: none"> • Court contact • Court documentation • Verification of payments made on behalf of the youth • Written statement from state / local agency |

¹ As defined in Section 41403(6) of the Violence Against Women act of 1994 (42 USC 14043e-2(6)).

² As defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 114343(2))

³ 42 USC 677

| | | |
|---|--|--|
| placement; or | | <ul style="list-style-type: none"> • Medical card indicating foster care or aged out of foster care (medical coding only is not acceptable as codes can differ among medical providers). |
| OSY.10. Pregnant or parenting; or | | <ul style="list-style-type: none"> • Child's Birth certificate • Medical card • Hospital record of birth • Public assistance records / printout • Physicians statement • Statement from school program for pregnant youth • School records • Records / identification card statement from Social Services Agency • Case notes regarding observable condition • Self-attestation |
| OSY.11. An individual with a disability ⁴ ; or | | <ul style="list-style-type: none"> • Evidence of disability: • Medical records • Physician's statement, psychiatrist or psychologist diagnosis • Rehabilitation evaluation records • School records/IEP • Sheltered workshop certification • Social Security Administration disability records • Social services records / referral • Observable condition by case manager with attestation • Veterans Administration Disability Determination Letter/records • Workers Compensation Records • Letter from Drug or Alcohol Rehabilitation Agency |

⁴ As defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102)

| | | |
|---|--|---|
| | | <ul style="list-style-type: none"> • Self-attestation • Case notes regarding observable condition <p><i>NOTE: Documentation of a disability can ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be requested to provide documentation or verification of a disability.</i></p> |
| <p>OSY.12. A low income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment.</p> | | <ul style="list-style-type: none"> • Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income • Evidence of requiring additional assistance • Locally determined documentation/policy |

In-School Youth Eligibility Requirements

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

| In-School Youth Requirements | Explanation of Requirement | Documentation Sources Required |
|---|----------------------------|--|
| ISY.1. Attending school (as defined by State law); | | <ul style="list-style-type: none"> • Self-attestation • Verification from educational institution of enrollment |
| ISY.2. Not younger than 14 (unless individual with a disability attending school under State law) or older than 21, at the time of receipt of first WIOA youth service (other than self-service); | | <ul style="list-style-type: none"> • Birth certificate • Driver's license • School records / identification card • Public assistance / social service records • Federal, State or Local Government identification card • DD-214 / Report of Transfer or Discharge • Hospital record of birth • Passport • Workers compensation record • Illinois Secretary of State issued State of Illinois identification card • Baptismal/church record or hospital record of birth • Court records • Work permits • State/Federal Indian census records • Adoption record • Immigration or Naturalization papers |
| ISY.3. A low-income individual; and | | <ul style="list-style-type: none"> • Is low-income as outlined in WIOA Policy 4.5 – Income Guidelines for Determining Low-Income |

| | | |
|---|--|--|
| <p>ISY.4. Basic skills deficient; or</p> | <p>A youth with English reading, writing or computing skills at or below the 8th grade level on a generally accepted standardized test; or a youth unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.</p> | <ul style="list-style-type: none"> • Results from an authorized assessment test • School records verifying why individual is unable to take an assessment test |
| <p>ISY.5. An English language learner; or</p> | <p>Youth with limited ability in reading, writing, speaking, or comprehending the English language and: 1) whose native language is not English, or 2) who lives in a family or community environment where a language other than English is the dominant language.</p> | <ul style="list-style-type: none"> • Results from an authorized assessment test • Case notes from career planner discussions with participant • Self-attestation |
| <p>ISY.6. An offender; or</p> | <p>Is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or</p> <p>Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</p> | <ul style="list-style-type: none"> • Court documentation • Halfway house resident • Letter of parole • Letter of probation • Letter of probation officer or court • Police records • Statement from halfway House • Newspaper (must include dates and name of publication) • WIOA registration form (signed and date) • Self-attestation • Self-attestation |

| | | |
|--|--|---|
| <p>ISY.7. a. Homeless⁵, a homeless child or youth⁶, a runaway,</p> | | <ul style="list-style-type: none"> • Court documentation • Verification of payments made on behalf of the youth • Written statement from state / local agency • Self-attestation |
| <p>ISY.7.B. In foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act⁷, or in an out-of-home placement; or</p> | | <ul style="list-style-type: none"> • Court contact • Court documentation • Verification of payments made on behalf of the youth • Written statement from state / local agency • Medical card indicating foster care or aged out of foster care (medical coding only is not acceptable as codes can differ among medical providers). |
| <p>ISY.8. Pregnant or parenting; or</p> | | <ul style="list-style-type: none"> • Child's Birth certificate • Medical card • Hospital record of birth • Public assistance records / printout • Physicians statement • Statement from school program for pregnant youth • School records • Records / identification card statement from Social Services Agency • Self-attestation • Case notes regarding observable condition |

⁵ As defined in Section 41403(6) of the Violence Against Women act of 1994 (42 USC 14043e-2(6)).

⁶ As defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 114343(2))

⁷ 42 USC 677

| | | |
|--|--|---|
| <p>ISY.9. An individual with a disability⁸; or</p> | | <ul style="list-style-type: none"> • Refer to OSY.5 for documentation sources allowed and the conditions under which an individual may be asked about a disability and required to provide documentation |
| <p>ISY.10. An individual requiring additional assistance to complete an educational program or to secure or hold employment.</p> | | <ul style="list-style-type: none"> • Locally determined documentation/policy |

DRAFT

⁸ As defined in section 3 of the Americans with Disabilities Act of 1009 (42 USC 12102)

Acceptable Documents to Determine Identity and Employment Eligibility

The following lists provide the documents that provide Identity or Employment Eligibility or BOTH.

| Identity AND Employment Eligibility | Identity ONLY | Employment Eligibility ONLY |
|--|---|--|
| <ul style="list-style-type: none"> • U.S. passport (Unexpired or Expired) • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • Certificate of Naturalization (INS Form N-550 or N-570) • Unexpired foreign passport with I-551 stamp or attached form INS I-94 indicating unexpired employment authorization • Permanent Resident Card or Alien Registration receipt Card with photograph (INS Form I-151 or I-551) • Unexpired Temporary resident Card (INS Form I-688) • Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph • Unexpired Reentry Permit (INS Form I-327) • Unexpired Refugee Travel Document (INS Form I-571) | <ul style="list-style-type: none"> • Driver's license or ID card issued by a state or US territory that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address. • ID card issued by federal, state or local government agency that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address. • School ID Card with photograph. • Voter Registration Card • US Military Card or draft record • Military Dependent's ID Card • US Coast Guard Merchant Mariner Card • Native American tribal document • Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> • School record or report card • Clinic, doctor or hospital record • Day-care record | <ul style="list-style-type: none"> • US Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment) • Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350) • Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the US bearing an official seal • Native American tribal document • US Citizen ID Card (INS Form I-197) • ID Card for use of resident Citizen in the United States (INS Form I-179) |

Acceptable Documents to Determine Low-Income Status

The following lists provide the documents that support low-income determination.

| Low-Income Qualifier | Documentation Sources Allowed |
|---|--|
| <p>Personally receives or received in the past six months or is a member of a family that receives or received in the past six months assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008⁹, the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act¹⁰ or the supplemental security income program established under title XVI of the Social Security Act¹¹, or State or local income-based public assistance; or</p> | <ul style="list-style-type: none"> • Public assistance records / printout • Letter from Food Stamp Disbursing Agency • Authorization to obtain Food Stamps • Copy of public assistance check/voucher • Copy of Authorization to Receive Cash Public Assistance • Public Assistance Identification showing cash grant status • Refugee assistance records • Signed statement or telephone verification from State agency representative, as appropriate |
| <p>Is in a family with total family income that does not exceed the higher of:</p> <p>1) the poverty line; or 2) 70% of the lower living standard income level; or</p> | <ul style="list-style-type: none"> • Accountant statement • Alimony agreement • Award letter from Veterans Administration • Bank Statements (direct deposit) • Court Award Letter/Decree of Court • Earnings report or statement from employer (including business name, contact person and telephone record) • Farm or business financial records • Date pay check stubs • Quarterly estimated tax for self-employed persons (Schedule C) • Social Security Benefits records • Unemployment Insurance (UI) documents and/or printout |

⁹ 7 USC 2011 et seq.

¹⁰ 42 USC 601 et seq.

¹¹ 42 USC 1381 et seq.

| | |
|--|--|
| | <ul style="list-style-type: none"> • Compensation Award letter • Lease or landlord statement • Housing Authority verification • Most recent tax return supported by IRS documents • Notice of eligibility and benefits from public assistance agency • Applicant statement |
| Is a homeless individual ¹² or youth ¹³ ; or | <ul style="list-style-type: none"> • Written statement or telephone verification from agency or individual providing temporary residence, shelter or social service agency • WIOA registration form (signed and dated) • Self-attestation |
| Receives or is eligible to receive a free or reduced price lunch ¹⁴ ; or | <ul style="list-style-type: none"> • Documentation from school |
| Is a foster child on behalf of whom State or local government payments are made; or | <ul style="list-style-type: none"> • Court contact • Court documentation • Verification of payments made on behalf of the youth • Written statement from state / local agency • Medical card |
| Is an individual with a disability ¹⁵ whose own income does not exceed the higher of: 1) the poverty line; or 2) 70% of the lower living standard income level but who is a member of a family whose income does not meet this requirement. | <ul style="list-style-type: none"> • Evidence of disability: • Medical records • Physician's statement, psychiatrist or psychologist diagnosis • Rehabilitation evaluation records • School records/IEP • Sheltered workshop certification |

¹² As defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6))

¹³ As defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 11434a(2))

¹⁴ As defined in the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.)

¹⁵ As defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102)

| | |
|--|--|
| | <ul style="list-style-type: none"> • Social Security Administration disability records • Social services records / referral • Observable condition by case manager with attestation • Veterans Administration Disability Determination Letter/records • Workers Compensation Records • Letter from Drug or Alcohol Rehabilitation Agency • Self-attestation • Case notes regarding observable condition <p><i>Refer to Policy Manual, Chapter 400, Section 412 – Income guidelines for determining low-income status</i></p> <p><i>Documentation of a disability can ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be asked about their disability or requested to provide documentation or verification of a disability.</i></p> |
| Youth living in a high-poverty area qualify as low income. | <ul style="list-style-type: none"> • Documentation verifying high poverty area <p><i>The definition for a high-poverty area has not yet been determined in Illinois.</i></p> |

Acceptable Documents to Determine Veteran or Qualified Spouse of a Veteran Status

The following lists provide the documents that support the status as a veteran or a qualified spouse of a veteran. Veterans, and their spouse, also receive priority of service, so assurance of their status should be verified to provide that priority.

| Explanation of Requirement | Documentation Sources Required |
|---|---|
| Veteran | <ul style="list-style-type: none">• D.D. 214 - Record of Transfer or Discharge• Veterans Identification Card• Cross Match with Veterans Data• A letter from Veterans' Administration |
| Qualified Spouse of a Veteran – a spouse of a veteran who has a 100% service-connected disability, who died from a service-connected disability or has been missing in action, has been captured or has been detained by a foreign power for more than 90 days. | To be determined |