



Illinois Workforce Services Getting Started Packet

Thank you for taking the first step toward your employment, education, and career goals.

The Illinois workforce system provides services and resources to help individuals explore career opportunities, build skills, connect with employers, and achieve employment and education goals.

This packet explains what to expect next, how to prepare for upcoming appointments, your rights and protections, and how workforce staff can support your success.

Workforce staff are available to answer questions and help you understand your options throughout the process.

Your Workforce Services Journey

- ✓ Pre-Screen Completed
- ✓ Application Completed

Next Steps:

1. Meet with a Career Planner
2. Gather and Submit Documentation
3. Complete the Getting Started Assessment
4. Determine the Best Services and Resources
5. Develop a Universal Career Plan (if enrolled)
6. Begin Services and Activities

What Happens Next?

Your next step is to meet with a Career Planner.

During that meeting, the Career Planner will:

- Review the information you submitted
- Answer questions
- Discuss your goals and interests
- Review documentation
- Determine whether additional information is needed

The goal is to better understand your situation and identify services and resources that may help you achieve your goals.

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Getting Ready for Your Appointment

Gathering documents before your appointment may help make the process smoother and reduce delays.

Commonly requested documents may include:

- Government-issued photo identification
- Proof of work authorization
- Social Security card (if available)
- Proof of address
- Employment records
- Income information
- Veteran documentation
- Public assistance documentation
- Education or training records
- Credentials, licenses, or certificates



Additional documentation may be requested depending on your specific circumstances.

If you have them ready, you can upload them on your own in the self-service portal or bring them to your appointment.

Not having all documents available does not automatically prevent you from exploring workforce services.

Finding the Right Services

Not everyone who applies for workforce services will enroll in WIOA.

Sometimes another workforce, education, training, or community program may be a better fit.

If WIOA is not the best option for your situation, workforce staff will help connect you to services and resources that may better meet your needs.

Creating a Plan

If WIOA is the best fit, you will work with your Career Planner to make a plan that identifies goals, next steps, services, and resources that support your success.

Your plan can be updated as your goals and circumstances change



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Working Together to Achieve Your Goals

Workforce services are most effective when individuals and workforce staff work together.

What You Can Expect From Us:

- Accurate and timely information
- Support for informed decision-making
- Respectful and professional service
- Assistance exploring employment, education, and training opportunities
- Answers to questions and guidance when needed

What We May Need From You:

- Accurate and complete information
- Updated contact information
- Communication regarding changes that may affect participation
- Questions when clarification is needed

If enrolled in WIOA services, workforce staff may also request information related to employment, education, training, credentials, and program outcomes to meet federal and state reporting requirements

Staying Connected

Staying connected helps workforce staff:

- Provide additional support when appropriate
- Help address challenges that may affect progress toward goals
- Celebrate successes and milestones
- Understand how workforce services are helping individuals achieve their goals
- Meet federal and state reporting requirements

As part of participation in WIOA services, workforce staff may contact you regarding:

- Employment status
- Job title or employer information
- Wages or earnings
- Education or training progress
- Credential attainment
- Changes to contact information

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Keeping contact information current and responding to follow-up requests helps workforce staff provide support and accurately document program outcomes.

Workforce staff will explain any follow-up activities that may apply to your situations

Your Rights & Protections

Know Your Rights

You have the right to:

- Be treated with dignity and respect
- Receive equal access to services
- Request accommodations when needed
- Request language assistance services when needed
- Have personal information protected according to applicable laws
- Ask questions
- Raise concerns and file complaints

Workforce staff will make reasonable efforts to protect personal information and will only access, use, or share information when authorized by law or necessary for workforce program administration.

Feel free to ask questions about how information is collected, used, stored, and protected.

Privacy & Confidentiality

Workforce programs collect information to:

- Provide services
- Coordinate activities
- Document participation
- Verify outcomes
- Meet federal and state reporting requirements



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Equal Opportunity

- The Illinois workforce system is committed to providing equal access to programs and services.
- Reasonable accommodations, auxiliary aids, and language assistance services are available upon request.
- Information regarding complaint procedures and Equal Opportunity protections is available upon request.

Questions?

Workforce staff are available to answer questions and help you understand available services, resources, and next steps.



The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.

Getting Started Documents You May Need

Adult, Dislocated Worker, and Youth Program Services

Helping You Get Started

As you begin your workforce journey, you'll need to provide documents to help determine whether you qualify for program services. Veterans and eligible spouses receive priority of service.

You can upload documents through your online account or bring them to your appointment.

How to use this guide:

- Review the section to see which documents you'll need based on your situation.
- Please provide one document from each section that applies to you.
- Some documents appear in more than one section. If a document is listed in multiple sections, you only need to provide it once because the same document can be used to meet more than one requirement.
- If you do not have one of the documents listed, workforce staff can help you identify other options.

Adult Program

Career services, job training, and related services for eligible adults to reach their employment goals. Priority for services will be given to individuals with low income, receiving public assistance, or facing barriers to employment. [Click here](#) to view the document guide to help you gather the documents needed for enrollment.

In-School Youth Program

Help for eligible students ages 14–21 who need extra support reaching their school, career, and job goals through career planning, job training, work experience, and support services. [Click here](#) to view the document guide to help you gather the documents needed for enrollment.

Dislocated Worker Program

Career services, job training, and related services to eligible adults who are unemployed or underemployed at no fault of their own. [Click here](#) to view the document guide to help you gather the documents needed for enrollment.

Out-of-School Youth Program

Help for eligible young adults ages 16–24 who are not in school and need support finding a job, earning a high school diploma or equivalent, learning new skills, or overcoming challenges that make it harder to work or go to school. [Click here](#) to view the document guide to help you gather the documents needed for enrollment.

Self-Access Services

Self-access services allow you to use free job search, career exploration, and training resources on your own without enrolling in a WIOA program. These services do not require an application and can be accessed at any point in time. Access online tools through [Illinois workNet](#) or resources available at an [American Job Center](#).

Getting Started Documents You May Need

Adult Program Services

Helping You Get Started

As you begin your workforce journey, you'll need to provide documents to help determine whether you qualify for Adult Program services. Veterans and eligible spouses receive priority of service.

You can upload documents through your online account or bring them to your appointment.

How to use this guide:

- Review the sections below to see which documents you'll need based on your situation.
- Please provide one document from each section that applies to you.
- Some documents appear in more than one section. If a document is listed in multiple sections, you only need to provide it once because the same document can be used to meet more than one requirement.
- If you do not have one of the documents listed, workforce staff can help you identify other options.

AUTHORIZATION TO WORK IN THE UNITED STATES

Only ONE document is needed

- ☐ U.S. Social Security Card (Issued by the Social Security Administration (other than a card that indicates not valid for employment))
- ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal)
- ☐ U.S. Passport or U.S. Passport Card (Unexpired or Expired)
- ☐ Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- ☐ Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- ☐ Unexpired Employment Authorization Document (INS Form I-766 with photograph)
- ☐ Certification of Birth Abroad issued by the Department of State (INS Form FS-240, INS Form FS-545 or INS Form DS-1350)
- ☐ Native American Tribal Document
- ☐ U.S. Citizen ID Card (INS Form I-197)
- ☐ Certificate of Naturalization (INS Form N-550 or N-570)
- ☐ Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- ☐ ID Card for Use of Resident Citizen in the U.S. (INS Form I-179)
- ☐ E-Verify with Documentation

Getting Started Documents You May Need

Adult Program Services

SELECTIVE SERVICE—ASSIGNED MALE AT BIRTH ONLY

Only ONE document is needed. This applies to individuals assigned male at birth between the ages of 18 and 25 (or who have already turned 26).

- ☐ Selective Service Registration Card
- ☐ Stamped Post Office Receipt of Registration
- ☐ Veteran's Identification Card
- ☐ DD-214 / Certificate of Release or Discharge from Active Duty
- ☐ Selective Service Registration Record (Form 3A)
- ☐ Acknowledgement Letter
- ☐ Selective Service Verification Website Printout (<https://www.sss.gov/RegVer/wfVerification.aspx>)

AGE VERIFICATION (AGE 18+)

Only ONE document is needed.

- ☐ Driver's License/REAL ID
- ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal)
- ☐ Hospital Record of Birth (Place of birth must be shown)
- ☐ Baptismal/Church Record (Place of birth must be shown)
- ☐ U.S. Passport or U.S. Passport Card (Unexpired or Expired)
- ☐ DD-214 / Certificate of Release or Discharge from Active Duty
- ☐ School Records or Identification Card
- ☐ Public Assistance/Social Service Records
- ☐ Federal, State, Local, or Tribal Identification Card
- ☐ Selective Service Registration
- ☐ Court Records (Birth, adoption, or fostering)
- ☐ Work Permit

Priority for Services: Priority will be given to individuals with low income, receiving public assistance, or who need help improving basic skills or overcoming challenges to employment. Additional documents may be requested.

Getting Started Documents You May Need

Dislocated Worker Program Services

Helping You Get Started

As you begin your workforce journey, you'll need to provide documents to help determine whether you qualify for Dislocated Worker Program services. Veterans and eligible spouses receive priority of service.

You can upload documents through your online account or bring them to your appointment.

How to use this guide:

- Review the sections below to see which documents you'll need based on your situation.
- Please provide one document from each section that applies to you.
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- ☐ U.S. Passport or U.S. Passport Card (Unexpired or Expired)
- ☐ Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- ☐ Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- ☐ Unexpired Employment Authorization Document (INS Form I-766 with photograph)
- ☐ Certification of Birth Abroad issued by the Department of State (INS Form FS-240, INS Form FS-545 or INS Form DS-1350)
- ☐ Native American Tribal Document
- ☐ U.S. Citizen ID Card (INS Form I-197)
- ☐ Certificate of Naturalization (INS Form N-550 or N-570)
- ☐ Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- ☐ ID Card for Use of Resident Citizen in the U.S. (INS Form I-179)
- ☐ E-Verify with Documentation

Getting Started Documents You May Need

Dislocated Worker Program Services

SELECTIVE SERVICE—ASSIGNED MALE AT BIRTH ONLY

Only ONE document is needed. This applies to individuals assigned male at birth between the ages of 18 and 25 (or who have already turned 26).

- ☐ Selective Service Registration Card
- ☐ Stamped Post Office Receipt of Registration
- ☐ Veteran's Identification Card
- ☐ DD-214 / Certificate of Release or Discharge from Active Duty
- ☐ Selective Service Registration Record (Form 3A)
- ☐ Acknowledgement Letter
- ☐ Selective Service Verification Website Printout (<https://www.sss.gov/RegVer/wfVerification.aspx>)

Note: ONLY ONE CATEGORY is required to meet Dislocated Worker Eligibility. One selection is required in each section within the chosen category.

CATEGORY 1 — INDIVIDUAL OR SMALL GROUP LAYOFF

You may qualify under Category 1 if you have been laid off AND can document either UI or Tenure verification.

Dislocation Status

Only ONE document is needed.

- ☐ Individual Letter from Company Notifying Employee of Layoff
- ☐ Written Employer-Generated List (must include list of individuals to be laid off)
- ☐ Public Announcement of Layoff or Closure (Media article/announcement describing the mass layoff, which includes the name of the medium and date of publication)
- ☐ Employer or Union Representative Certification, Letter, or Statement of Expected Separation

UI or Tenure Verification

Choose one: Unemployment Insurance (UI) eligibility or employment history with the employer where you lost your job. Only one document is needed.

Unemployment Insurance (UI) Verification

- ☐ Statement by an IDES UI Representative
- ☐ Pay Stubs (For those eligible for UI, but have yet to apply)

Tenure with Employer at Separation

- ☐ Work History Showing at Least thirty (30) Days of Employment in the Industry or Occupation that Shows the Individual Worked at an Employer Who Did Not Pay into the State UI System
- ☐ Employer or Union Representative Certification, Letter, or Statement of Expected Separation
- ☐ 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 an IDES UI Representative

Getting Started Documents You May Need

Dislocated Worker Program Services

CATEGORY 2—FACILITY CLOSURE / SUBSTANTIAL LAYOFF

You may qualify if your layoff was because of a federal, state, or local disaster/emergency; a facility closed or will close within 180 days; or a documented Rapid Response layoff.

- ☐ Individual Letter from Company Notifying Employee of Layoff or Closure
- ☐ Written Employer-Generated List (must include list of individuals to be laid off)
- ☐ Public Announcement of Closure or Layoff (Media article/announcement describing the closure/mass layoff, which includes the name of the medium and date of publication)
- ☐ Employer or Union Representative Certification, Letter, or Statement of Expected Separation
- ☐ Notice of Foreclosure / Intent to Foreclose (must clearly show that a closure or mass layoff will occur as a result of its issuance)
- ☐ WARN Notice
- ☐ Rapid Response List

CATEGORY 3 — NO LONGER SELF-EMPLOYED

Self-Employment Verification

Only ONE document is needed.

- ☐ Business Quarterly or Annual Tax Return
- ☐ State Tax Identification Number
- ☐ Business License/Permit
- ☐ IRS Documentation for the Business
- ☐ Articles of Incorporation for the Business listing the Applicant as a Principal

General Economic Conditions or Natural Disaster Verification

Must show laid off due to general economic conditions or business closure.

- ☐ Public Notice of Closing (Media article/announcement; must include name of medium and publication date)
- ☐ Bankruptcy Documents Listing Both the 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 / Intent to Foreclose or a Similar Document Provided by a Financial Institution
- ☐ Letter from Company

Getting Started Documents You May Need

Dislocated Worker Program Services

CATEGORY 4 — DISPLACED HOMEMAKER

You may qualify if you have been providing unpaid services to family in the home, were dependent on the income of another family member but are no longer supported by that family member's income.*

**Family means two or more persons related by blood, marriage, or decree of court who are living in a single residence.*

Must meet both criteria below for Homemaker Verification and the Income Dependence AND Unemployment/Underemployment Verification

Homemaker Verification

Only ONE document needed.

- ☐ Signed Statement from Family Member (Must confirm individual provided unpaid services and no compensation was received)

Income Dependence Verification

Choose one: Non Military Spouse or Military Spouse. Only one document is needed.

Income Dependence Verification (Non Military Spouse)

Only ONE document needed.

- ☐ Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)
- ☐ Court Records (Such as Marriage License, Divorce Decree, Legal Separation, Etc.)
- ☐ Notice of Eligibility and Benefits from Public Assistance Agency
- ☐ Spouse's Layoff Notice
- ☐ Spouse's Disability Check
- ☐ Spouse's Death Notice/Obituary

Income Dependence Verification (Military Spouse)

Only ONE document needed.

- ☐ Active-duty orders
- ☐ Military LES
- ☐ Separation order or TAP (Transitioning Assistance Program Letter)
- ☐ Service members Permanent Change of Station (PCS) orders
- ☐ Medical Records
- ☐ Military or VA Medical Documentation
- ☐ VA Determination Letter
- ☐ Death Certificate (with supporting VA documentation)
- ☐ VA survivor benefits documentation
- ☐ Notification documentation for missing in action, captured in the line off duty or forcibly detained or interned
- ☐ DD-214 / Certificate of Release or Discharge from Active Duty

Unemployment/Underemployment Verification

Only ONE document needed.

- ☐ Work History
- ☐ IDES UI Information or Other State's UI Records (UI claimants only)

Getting Started Documents You May Need

Dislocated Worker Program Services

CATEGORY 5 — SPOUSE OF AN ACTIVE MEMBER OF THE ARMED FORCES

You may qualify if you are the spouse of a member of the Armed Forces on active duty who has either

Option A: experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station or

Option B: who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Spouse Status of an Active Duty Member of the Armed Forces Verification

Only ONE document is needed.

- ☐ Marriage Certificate
- ☐ Armed Forces Issued Dependent Identification Card (Showing they are the spouse of an Active-Duty Service Member)
- ☐ Court or Legal Records

Spouse's Active Military Status Verification

Only ONE document is needed.

- ☐ Armed Forces Issued Dependent Identification Card (Showing they are the spouse of an Active-Duty Service Member)
- ☐ Military Service Record
- ☐ Military Leave and Earning Statement (LES)
- ☐ Separation order or Transitioning Assistance Program (TAP) Letter
- ☐ NGB-22 documenting Title 10 Federal Active-duty Service

Option A

Both Lost Job as a Result of New Permanent Duty Station or Deployment Verification and Permanent Duty Change and Deployment must be met. ONE document from each section is needed.

Lost Job as a Result of New Permanent Duty Station or Deployment Verification

- ☐ Layoff Notice or Termination Letter
- ☐ Employer Statement
- ☐ Pay Stubs (showing change/loss of employment)

Permanent Duty Change or Deployment Verification

- ☐ Active Duty Orders
- ☐ Military Leave and Earning Statement (LES)
- ☐ Separation order or Transitioning Assistance Program (TAP) Letter
- ☐ Service Members Permanent Change of Station (PCS) Orders

Option B

Unemployment/Underemployment Verification

Only ONE document is needed.

- ☐ Work History
- ☐ IDES UI Information or Other State's UI Records (UI claimants only)

Getting Started Documents You May Need

In-School Youth Program Services

Helping You Get Started

As you begin your workforce journey, you'll need to provide documents to help determine whether you qualify for In-School Youth Program services.

You can upload documents through your online account or bring them to your appointment.

How to use this guide:

- Review the sections below to see which documents you'll need based on your situation.
- Please provide one document from each section that applies to you.
- Some documents appear in more than one section. If a document is listed in multiple sections, you only need to provide it once because the same document can be used to meet more than one requirement.
- If you do not have one of the documents listed, workforce staff can help you identify other options.

To qualify for In-School Youth services, you'll need to:

- Be attending school
- Be between the ages of 14 and 21 (22 with a disability)
- Meet income requirements
- Have at least one qualifying challenge or circumstance

AUTHORIZATION TO WORK IN THE UNITED STATES

Only ONE document is needed

- | | |
|---|---|
| ☐ U.S. Social Security Card (Issued by the Social Security Administration (other than a card that indicates not valid for employment)) | ☐ Unexpired Employment Authorization Document (INS Form I-766 with photograph) |
| ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal) | ☐ Certification of Birth Abroad issued by the Department of State (INS Form FS-240, INS Form FS-545 or INS Form DS-1350) |
| ☐ U.S. Passport or U.S. Passport Card (Unexpired or Expired) | ☐ Native American Tribal Document |
| ☐ Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551) | ☐ U.S. Citizen ID Card (INS Form I-197) |
| ☐ Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization | ☐ Certificate of Naturalization (INS Form N-550 or N-570) |
| | ☐ Certificate of U.S. Citizenship (INS Form N-560 or N-561) |
| | ☐ ID Card for Use of Resident Citizen in the U.S. (INS Form I-179) |
| | ☐ E-Verify with Documentation |

Getting Started Documents You May Need

In-School Youth Program Services

SELECTIVE SERVICE—ASSIGNED MALE AT BIRTH ONLY

Only ONE document is needed. This applies to individuals assigned male at birth between the ages of 18 and 25 (or who have already turned 26).

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- ☐ Stamped Post Office Receipt of Registration
- ☐ Veteran's Identification Card
- ☐ DD-214 / Certificate of Release or Discharge from Active Duty
- ☐ Selective Service Registration Record (Form 3A)
- ☐ Acknowledgement Letter
- ☐ Selective Service Verification Website Printout (<https://www.sss.gov/RegVer/wfVerification.aspx>)

IN SCHOOL VERIFICATION

Only ONE document is needed.

- ☐ Verification from Educational Institution of Enrollment (attendance record, transcripts, school documentation)

AGE VERIFICATION (AGE 14–22)

Only ONE document is needed.

- ☐ Driver's License/REAL ID
- ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal)
- ☐ Hospital Record of Birth (Place of birth must be shown)
- ☐ Baptismal/Church Record (Place of birth must be shown)
- ☐ U.S. Passport or U.S. Passport Card (Unexpired or Expired)
- ☐ DD-214 / Certificate of Release or Discharge from Active Duty
- ☐ School Records or Identification Card
- ☐ Public Assistance/Social Service Records
- ☐ Federal, State, Local, or Tribal Identification Card
- ☐ Selective Service Registration
- ☐ Court Records (Birth, adoption, or fostering)
- ☐ Work Permit
- ☐ Medical Records
- ☐ Signed Letter from a Parent or Guardian

Getting Started Documents You May Need

In-School Youth Program Services

LOW INCOME VERIFICATION

Option A—Automatic Qualifiers

You may automatically meet the WIOA low-income requirement because you receive certain public benefits or have a qualifying circumstance. Family income documentation is not required. Select ONE if it applies to you.

SNAP Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Letter from SNAP-EBT Disbursing Agency
- ☐ Copy of Authorization to Obtain SNAP-EBT
- ☐ Copy of Public Assistance Check Voucher

State/Local Cash Public Assistance Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Public Assistance Identification showing cash grant status
- ☐ Copy of Public Assistance Check Voucher
- ☐ Copy of Authorization to Receive Cash Public Assistance
- ☐ Public Assistance Identification

Currently in Foster Care

- ☐ Court Records or Contact
- ☐ Verification or Payments Made on Behalf of the Youth
- ☐ Written Statement from State/Local Agency
- ☐ Medical Card Indicating Foster Care

TANF Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Copy of Public Assistance Check Voucher
- ☐ Copy of Authorization to Receive Cash Public Assistance
- ☐ Public Assistance Identification Showing Cash Grant Status

Refugee Cash Assistance Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Copy of Public Assistance Check Voucher
- ☐ Copy of Authorization to Receive Cash Public Assistance
- ☐ Public Assistance Identification Showing Cash Grant Status
- ☐ Refugee Assistance Record

Free or Reduced Price Lunch

- ☐ Documentation from School

SSI Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Copy of Public Assistance Check Voucher

Homeless or Runaway

- ☐ Court Documents
- ☐ Written Statement from Agency or Individual Providing Temporary Residence, Shelter, or Social Service Agency

Getting Started Documents You May Need

In-School Youth Program Services

Option B—Family Income Documentation (must be below poverty level or 70% LLSIL)

You may qualify based on your family's income. We will review the income of your family members to determine if your household income falls within WIOA income guidelines. Select ONE from each section if applicable.

Family Income Documentation

- ☐ Pay Stubs
- ☐ Bank Statements (Direct Deposit)
- ☐ Most Recent Tax Return Supported by IRS Documents
- ☐ Public Lease or Landlord Statement
- ☐ Award Letter from Veterans Administration
- ☐ Pension Statement
- ☐ Alimony Agreement
- ☐ Court Award Letter/Decree of Court
- ☐ Farm or Business Financial Records
- ☐ Quarterly Estimated Tax for Self-Employed Persons (Schedule C)
- ☐ Compensation Award Letter
- ☐ Copy of Public Assistance Check/Voucher

Family Size Verification

- ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal)
- ☐ Public Assistance/Social Service Records
- ☐ Most Recent Tax Return Supported by IRS Documents
- ☐ Court Records – Divorce Decree, Legal Separation, etc.
- ☐ Medical Card (Medical coding only is not acceptable – codes can differ among medical providers)

Getting Started Documents You May Need

In-School Youth Program Services

CHALLENGES / CHARACTERISTIC DOCUMENTATION

At least one challenge must be documented. Select ALL that apply.

Basic Skills Deficient

- ☐ Applicable Records from Educational Institution (Transcripts, academic assessments, or other school documentation)
- ☐ Results from an Authorized Assessment Test (Must show basic skills deficiency)

Aged Out of Foster Care

- ☐ Court Records or Contact
- ☐ Verification of Payments Made on Behalf of the Youth
- ☐ Written Statement from Agency or Individual Providing Temporary Residence, Shelter, or Social Service Agency
- ☐ Medical Card Indicating Foster Care or Aged Out of Foster Care

Individual with a Disability

- ☐ Physician's Statement
- ☐ Medical Records
- ☐ Rehabilitation Evaluation Records
- ☐ School Records – 504 Plan or IEP
- ☐ Sheltered Workshop Certification
- ☐ Social Security Administration Disability Records
- ☐ Social Services Records/Referral
- ☐ Veterans Administration Disability Determination Letter/Records
- ☐ Workers' Compensation Records
- ☐ Letter from Drug or Alcohol Rehabilitation Agency

English Language Learner

- ☐ Results from an Authorized Assessment Test (Must show basic skills deficiency or English language learner status)

Offender / Justice System Involvement

- ☐ Court Records
- ☐ Halfway House Resident Documentation
- ☐ Letter of Parole
- ☐ Letter of Probation
- ☐ Letter from Probation Officer or Court
- ☐ Police Records
- ☐ Federal Bonding Program Application

Pregnant or Parenting

- ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal)
- ☐ Hospital Record of Birth (Place of birth must be shown)
- ☐ Baptismal/Church Record (Place of birth must be shown)
- ☐ Public Assistance/Social Service Records
- ☐ Medical Card
- ☐ Physician's Statement
- ☐ School Record
- ☐ Statement from School Program for Pregnant Youth
- ☐ Records/Identification Card Statement from Social Services Agency

NOTE: Documentation of a disability shall 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.

Getting Started Documents You May Need

Out-of-School Youth Program Services

Helping You Get Started

As you begin your workforce journey, you'll need to provide documents to help determine whether you qualify for Out of School Youth Program services

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- Review the sections below to see which documents you'll need based on your situation.
- Please provide one document from each section that applies to you.
- Some documents appear in more than one section. If a document is listed in multiple sections, you only need to provide it once because the same document can be used to meet more than one requirement.
- If you do not have one of the documents listed, workforce staff can help you identify other options.

You may qualify for Out-of-School Youth services through one of three pathways. Review the pathways below to identify the one that best fits your situation.

AUTHORIZATION TO WORK IN THE UNITED STATES

Only ONE document is needed

- ☐ U.S. Social Security Card (Issued by the Social Security Administration (other than a card that indicates not valid for employment))
- ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal)
- ☐ U.S. Passport or U.S. Passport Card (Unexpired or Expired)
- ☐ Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- ☐ Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- ☐ Unexpired Employment Authorization Document (INS Form I-766 with photograph)
- ☐ Certification of Birth Abroad issued by the Department of State (INS Form FS-240, INS Form FS-545 or INS Form DS-1350) Unexpired Employment Authorization Document (INS Form I-766 with photograph)
- ☐ Native American Tribal Document
- ☐ U.S. Citizen ID Card (INS Form I-197)
- ☐ Certificate of Naturalization (INS Form N-550 or N-570)
- ☐ Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- ☐ ID Card for Use of Resident Citizen in the U.S. (INS Form I-179)
- ☐ E-Verify with Documentation

Getting Started Documents You May Need

Out-of-School Youth Program Services

SELECTIVE SERVICE—ASSIGNED MALE AT BIRTH ONLY

Only ONE document is needed. Applicable to individuals assigned male at birth between the ages of 18 and 25 (or who have already turned 26).

- ☐ Selective Service Registration Card
- ☐ Stamped Post Office Receipt of Registration
- ☐ Veteran's Identification Card
- ☐ DD-214 / Certificate of Release or Discharge from Active Duty
- ☐ Selective Service Registration Record (Form 3A)
- ☐ Acknowledgement Letter
- ☐ Selective Service Verification Website Printout (<https://www.sss.gov/RegVer/wfVerification.aspx>)

AGE VERIFICATION (AGE 16–24)

Only ONE document is needed.

- ☐ Driver's License/REAL ID
- ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal)
- ☐ Hospital Record of Birth (Place of birth must be shown)
- ☐ Baptismal/Church Record (Place of birth must be shown)
- ☐ U.S. Passport or U.S. Passport Card (Unexpired or Expired)
- ☐ DD-214 / Certificate of Release or Discharge from Active Duty
- ☐ School Records or Identification Card
- ☐ Public Assistance/Social Service Records
- ☐ Federal, State, Local, or Tribal Identification Card
- ☐ Selective Service Registration
- ☐ Court Records (Birth, adoption, or fostering)
- ☐ Work Permit
- ☐ Medical Records
- ☐ Signed Letter from a Parent or Guardian

Getting Started Documents You May Need

Out-of-School Youth Program Services

SCENARIO 1 — AGE 16–24, NOT IN SCHOOL, + AT LEAST ONE OF THE FOLLOWING

Automatic Qualifiers

You may automatically meet the WIOA low-income requirement because you receive certain public benefits or have a qualifying circumstance. Family income documentation is not required. Select ONE if it applies to you.

School Dropout

- ☐ Dropout Letter
- ☐ School Record Indicating Non-Attendance (This could be a school attendance record)

Currently in or Aged Out of Foster Care

- ☐ Court Records or Contact
- ☐ Verification of Payments Made on Behalf of the Youth
- ☐ Written Statement from Agency or Individual Providing Temporary Residence, Shelter, or Social Service Agency
- ☐ Medical Card Indicating Foster Care or Aged Out of Foster Care

Within Age of Compulsory School Attendance (Not Attended for Most Recent School Quarter)

- ☐ School Record Indicating Non-Attendance (This could be a school attendance record)

Pregnant or Parenting

- ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal)
- ☐ Hospital Record of Birth (Place of birth must be shown)
- ☐ Baptismal/Church Record (Place of birth must be shown)
- ☐ Public Assistance/Social Service Records
- ☐ Medical Card
- ☐ Physician's Statement
- ☐ School Record
- ☐ Records/Identification Card Statement from Social Services Agency
- ☐ Statement from School Program for Pregnant Youth

Homeless or Runaway

- ☐ Court Documents
- ☐ Written Statement from Agency or Individual Providing Temporary Residence, Shelter, or Social Service

Offender / Justice System Involvement

- ☐ Court Records
- ☐ Halfway House Resident Documentation
- ☐ Letter of Parole
- ☐ Letter of Probation
- ☐ Letter from Probation Officer or Court
- ☐ Police Records
- ☐ Federal Bonding Program Application

Individual with a Disability

- ☐ Physician's Statement
- ☐ Medical Records
- ☐ Rehabilitation Evaluation Records
- ☐ School Records – 504 Plan or IEP
- ☐ Sheltered Workshop Certification
- ☐ Social Security Administration Disability Records
- ☐ Social Services Records/Referral
- ☐ Veterans Administration Disability Determination Letter/Records
- ☐ Workers' Compensation Records
- ☐ Letter from Drug or Alcohol Rehabilitation Agency

NOTE: Documentation of a disability shall 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.

Getting Started Documents You May Need

Out-of-School Youth Program Services

SCENARIO 2 — HS GRADUATE + LOW INCOME + BASIC SKILLS DEFICIENT OR ELL

You may qualify if you have a high school diploma or its equivalent AND qualify under either Option A or Option B.

High School Graduate Verification (Select One)

- ☐ Secondary School Diploma or Recognized Equivalent
- ☐ Letter from Educational Institution Verifying Graduation and Date of Graduation

Option A—Automatic Qualifier

SNAP Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Letter from SNAP-EBT Disbursing Agency
- ☐ Copy of Authorization to Obtain SNAP-EBT
- ☐ Copy of Public Assistance Check

TANF Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Copy of Public Assistance Check Voucher
- ☐ Copy of Authorization to Receive Cash Public Assistance
- ☐ Public Assistance Identification Showing Cash Grant Status

State/Local Cash Public Assistance Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Copy of Public Assistance Check Voucher
- ☐ Copy of Authorization to Receive Cash Public Assistance
- ☐ Public Assistance Identification

Option B—Income Documentation (must be below poverty level or 70% Lower Living Standard Income Level (LLSIL))

You may qualify based on your family's income. We will review the income of your family members to determine if your household income falls within WIOA income guidelines. Select one from each section.

Family Income Documentation

- ☐ Pay Stubs
- ☐ Bank Statements (Direct Deposit)
- ☐ Most Recent Tax Return Supported by IRS Documents
- ☐ Public Lease or Landlord Statement
- ☐ Award Letter from Veterans Administration
- ☐ Pension Statement
- ☐ Alimony Agreement
- ☐ Court Award Letter/Decree of Court
- ☐ Farm or Business Financial Records
- ☐ Quarterly Estimated Tax for Self-Employed Persons (Schedule C)
- ☐ Compensation Award Letter
- ☐ Copy of Public Assistance Check/Voucher

Family Size Verification

- ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal)
- ☐ Public Assistance/Social Service Records
- ☐ Most Recent Tax Return Supported by IRS Documents
- ☐ Court Records – Divorce Decree, Legal Separation, etc.
- ☐ Medical Card (Medical coding only is not acceptable – codes can differ among medical providers)
- ☐ Lease or Landlord Statement
- ☐ Marriage Certificate
- ☐ Written Statement from Publicly Supported 24-Hour Care Facility or Institution (E.g., mental health facility, prison)

Getting Started Documents You May Need

Out-of-School Youth Program Services

SCENARIO 2 — CHALLENGES / CHARACTERISTICS DOCUMENTATION

You may qualify based on your family's income AND you need additional help to start or finish an educational program or to gain or keep employment. Select ONE option if it applies to you.

Basic Skills Deficient

- ☐ Applicable Records from Educational Institution (Transcripts, academic assessments, or other school documentation)
- ☐ Results from an Authorized Assessment Test (Must show basic skills deficiency)

SCENARIO 3 — LOW INCOME + REQUIRES ADDITIONAL ASSISTANCE

You may qualify under this scenario based on your family's income AND you need additional help to start or finish an educational program or to gain or keep employment.

Option A—Automatic Qualifier

SNAP Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Letter from SNAP-EBT Disbursing Agency
- ☐ Copy of Authorization to Obtain SNAP-EBT
- ☐ Copy of Public Assistance Check

TANF Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Copy of Public Assistance Check Voucher
- ☐ Copy of Authorization to Receive Cash Public Assistance
- ☐ Public Assistance Identification Showing Cash Grant Status

State/Local Cash Public Assistance Recipient

- ☐ Public Assistance/Social Service Records
- ☐ Copy of Public Assistance Check Voucher
- ☐ Copy of Authorization to Receive Cash Public Assistance
- ☐ Public Assistance Identification

Getting Started Documents You May Need

Out-of-School Youth Program Services

Option B—Income Documentation (must be below poverty level or 70% LLSIL)

You may qualify based on your family's income. We will review the income of your family members to determine if your household income falls within WIOA income guidelines. Select one from each section.

Family Income Documentation

- ☐ Pay Stubs
- ☐ Bank Statements (Direct Deposit)
- ☐ Most Recent Tax Return Supported by IRS Documents
- ☐ Public Lease or Landlord Statement
- ☐ Award Letter from Veterans Administration
- ☐ Pension Statement
- ☐ Alimony Agreement
- ☐ Court Award Letter/Decree of Court
- ☐ Farm or Business Financial Records
- ☐ Quarterly Estimated Tax for Self-Employed Persons (Schedule C)
- ☐ Compensation Award Letter

Family Size Verification

- ☐ Birth Certificate (Original or certified copy issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal)
- ☐ Public Assistance/Social Service Records
- ☐ Most Recent Tax Return Supported by IRS Documents
- ☐ Court Records – Divorce Decree, Legal Separation, etc.
- ☐ Medical Card (Medical coding only is not acceptable – codes can differ among medical providers)
- ☐ Lease or Landlord Statement
- ☐ Marriage Certificate
- ☐ Written Statement from Publicly Supported 24-Hour Care Facility or Institution (E.g., mental health facility, prison)

Additional Assistance Criteria

Youth may qualify under this category if they need help to enter or complete an educational program or secure or hold employment. This criterion should only be used when the Youth has met the first two conditions (not attending school, between 16-24, and is low-income) but doesn't meet any listed eligibility challenges in Scenario 2.