

**JOB TRAINING AND ECONOMIC DEVELOPMENT (JTED)
ELIGIBILITY REQUIREMENTS AND DOCUMENTATION SOURCES**

**General Eligibility Requirements
Source Documentation**

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 |
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| Authorized to work in the United States | Individuals participating in JTED programs and activities or receiving funds under JTED 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"> • Enhanced 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) • Certificate of Naturalization (INS Form N-550 or N-570) • Hospital record of birth or baptismal/church record (if place 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) • E-Verify with documentation • 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-240, Form FS-545 or Form DS-1350) • Alien Registration Card indicating Right to Work |

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| | | <ul style="list-style-type: none"> • DD-214 / Report of Transfer or Discharge • Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551) • 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, I-688B, or I-766) with or without photograph • Unexpired Reentry Permit (INS Form I-327) • Unexpired Refugee Travel Document (INS Form I-571) • ID Card for use of Resident Citizen in the United States (INS Form I-179) • 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> |
| Compliance with Military Selective Service Requirement | 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)) | <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 |

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| | | <p>(Form 3A)</p> <ul style="list-style-type: none">• Acknowledgement letter• SDA / State registration process• Selective Service Verification Website printout: https://www.sss.gov/RegVer/wfVerification.aspx• Selective Service Verification Telephone Number: 1-847-688-3117• Locally Approved Selective Service Waiver (For males who did not register – “Status Information Letter” <u>and</u> written self-attestation) |
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Eligibility Requirements – Youth and Adult

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 |
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| <p>Adult Requirement Age 18 or older</p> | | <ul style="list-style-type: none"> • Birth certificate • Standard Driver’s License (through May 2, 2023) • Enhanced Driver’s License/REAL ID • School records / identification card • Public assistance / social service records / printout • Federal, State or Local Government identification card • DD-214 / Report of Transfer or Discharge • Hospital record of birth or baptismal/church record (if place of birth shown) • U.S. Passport (Unexpired or Expired) • Workers’ compensation record • Selective Service Registration Record • Court records (such as birth, adoption, or fostering) • State/Federal Indian census records • Immigration or Naturalization papers |

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| <p>Youth Requirement 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</p> | | <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) • Standard Driver's License (through May 2, 2023) • Enhanced Driver's License/REAL ID • School records / identification card • Public assistance / social service records / printout • Federal, State or Local Government identification card • DD-214 / Report of Transfer or Discharge • Passport • Workers' compensation record • Illinois Secretary of State issued State of Illinois identification card • Hospital record of birth or baptismal/church record (if place of birth shown) • Court records (such as birth, adoption, or fostering) • Work permits • State/Federal Indian census records • Immigration or Naturalization papers |
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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 |
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| <ul style="list-style-type: none"> • Enhanced Driver's License/REAL ID • 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, I-688B, or I-766) 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"> • Standard 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. • Federal, State or Local Government identification card 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 of birth (if place of birth is shown) • 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 Department of State (Form FS-240, Form FS-545 or Form DS-1350) • Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States) • 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) |

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Acceptable Documents to Determine Low-Income and Moderate-Income Status

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

| Low-Income and Moderate-Income Qualifier | Documentation Sources Allowed |
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| 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 2008 ⁹ , the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act ¹⁰ or the supplemental security income program established under title XVI of the Social Security Act ¹¹ , or State or local income-based public assistance; or | <ul style="list-style-type: none"> • Public assistance / social service 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 |
| Low-Income - at or below 185 percent of the Federal Poverty Guidelines (FPG) for the size of its household based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS) | <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 paycheck stubs • Quarterly estimated tax for self-employed persons (Schedule C) • Social Security Benefits records • IDES UI Information or other State's UI records (UI claimants only) |

⁹ 7 USC 2011 et seq.

¹⁰ 42 USC 601 et seq.

¹¹ 42 USC 1381 et seq.

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| | <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 |
| <p>Moderate income - income at or below 300 percent of the FPG for the size of its household based on the most recently published poverty guidelines by HHS.</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 paycheck stubs • Quarterly estimated tax for self-employed persons (Schedule C) • Social Security Benefits records • IDES UI Information or other State's UI records (UI claimants only) • 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 |