

**Adult Eligibility Checklist**

When you submit the Adult Eligibility Checklist with your Required Documents, please make sure: complete both pages off this checklist, fill in the Date Completed where asked and place a check-mark next to the document you are submitting.

Applicant Name: \_\_\_\_\_

What WIOA Funded Service are you interested in (Please only select one)?

Earn and Learn

Customized Employment Assistance

Training Services

Step 2. Fill-Out Required Documents	
WIOA Adult Eligibility Checklist	Date Completed:
Signed: WIOA Eligibility Application	Date Completed:
Signed: Grievance & Complaint Policy	Date Completed:
Registered on WorkSource Georgia Portal (worksorcegaportal.com)	Date Completed:

Step 3. Gather Required Documents			
A. Citizen/Worker Status: Either ONE document from list "1" OR ONE document from List "2" AND List "3"			
<u>List 1</u> <b>Proves Citizenship &amp; Employment</b> U.S. Passport Unexpired Foreign Passport with I-551 Stamp Permanent Resident Alien Card Registration Receipt Card Unexpired Employment Authorization Document	OR	<u>List 2</u> <b>Prove Citizenship</b> Valid Driver's License State ID U.S. Military ID	AND
		<u>List 3</u> <b>Proves Employment Eligibility</b> Birth Certificate Social Security Card Valid I-197 U.S. Citizen ID Card Native American Tribal Document Certificate of Birth Abroad Department of Homeland Security	

Please select "ONE" item from EACH column			
<b>B. Age</b> Birth Certificate DACA Work Permit DD-214/ Military ID Driver's License/State ID INS Document/Passport Public Assistance Records School Record or ID	<b>C. Social Security Number</b> DD- 214 Paystub Public Assistance Record Social Security Card UI Wage Record W-2 Statements <i>Please make sure the document submitted shows your entire social security number.</i>	<b>D. Residency</b> Property Tax Bill Current Utility Bill Car Insurance Policy Public Assistance Records Driver's License Letter from Homeless Shelter Self-Attestation Letter Rental Contract	<b>E. Selective Service Males Born After 1/1/1960</b> Acknowledgement Letter DD-214 Form 3A Stamped Receipt of Registration Care Verification Form Status Information Letter Check your status at: <a href="http://www.sss.gov/verify/">www.sss.gov/verify/</a>

F. Proof of Low-Income Status				
Please select ONE document from "List 1" OR ONE document from "List 2" AND complete "List 3"				
List 1 Proof of Public Assistance		List 2 Proof of Income (6 Months)		List 3 Family Size
Verification Letter for: TANF from DFCS SNAP from DFCS	OR	Alimony Agreement Veteran's Administration Award Letter Pay Stubs Pension/Annuity Statement Public Assistance Verification Social Security Benefits Letter Unemployment Insurance Documents Worker's Compensation Self- Attestation Social Security Disability Insurance	AND	Completed Family Composition of Income for Adult Eligibility on the WIOA Eligibility Application

Do Not Complete Below This Line

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For Staff Use Only	
The signatures below confirm that the eligibility application is complete and required documentation listed on this form is included in the participant's WorkSource Portal File.	
Original Eligibility Determination	
Print Name:	Date Completed:
Signature:	
Secondary Review	
Print Name:	Date Completed:
Signature:	

For Staff Use Only: Self Sufficiency	
Please select "ONE" item from one of the columns	
Low Income	Underemployed
Public Assistance Recipient Letter  Homeless (self-attestation)  Pay Stubs  Other: _____	Alimony Agreement Veteran's Administration Award Letter Pay Stubs Pension/Annuity Statement Worker's Compensation Self- Attestation Other: _____