

WIOA Required Source Documentation

Where self-attestation is listed as an option for source documentation in TEGL 23-19, Change II, Attachment II, the lack of source documentation must not delay or prevent enrollment and receipt of services in a program. Staff should assist the individual, as a service to the participant, in acquiring source documentation as a lack of appropriate documentation could cause barriers to employment and/or advancement on a career path.

Data Element	Acceptable Source Documentation	Adult	DW	Youth	DWG
Date of Birth	<ul style="list-style-type: none"> • Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, or Local Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records • Self-Attestation 	X	X	X	X
Individual with a Disability	<ul style="list-style-type: none"> • School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) Record • Self-Attestation 	X	X	X	X
Eligible Veteran Status	<ul style="list-style-type: none"> • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • Letter from the Veterans' Administration • NGB-22 documenting Title 10 federal active duty service • Self-Attestation 	X	X		X

UC Eligibility Status	<ul style="list-style-type: none"> • Cross-Match to State UI Database • Cross-Match with State MIS Database • Referral Transmittal by RESEA or WPRS • Self-Attestation – only for a claimant not referred by RESEA or WPRS or an Exhaustee 	X	X		X
Long-Term Unemployed at Program Entry	<ul style="list-style-type: none"> • Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match to State UI Database • Self-Attestation 	X	X		X
School Status at Program Entry	<ul style="list-style-type: none"> • Cross-Match with Postsecondary Education Database • Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution <ul style="list-style-type: none"> ○ GED Certificate ○ Diploma ○ Attendance record ○ Transcripts ○ Drop Out Letter ○ Other School Documentation • Signed Intake Application or Enrollment Form • Electronic Records • Case Notes • Self-Attestation 	X	X	X	X
Date of Actual Dislocation	<ul style="list-style-type: none"> • Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self-Attestation 	X	X		X
Temporary Assistance to Needy Families (TANF)	<ul style="list-style-type: none"> • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records 	X	X		X

Exhausting TANF Within 2 Years at Program Entry	<ul style="list-style-type: none"> • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records 	X	X		X
Supplemental Security Income (SSI)/ Social Security Disability Insurance (SSDI)	<ul style="list-style-type: none"> • SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database 	X	X		
Supplemental Nutrition Assistance Program (SNAP)	<ul style="list-style-type: none"> • SNAP Eligibility Verification • Documentation of SNAP Benefit Receipt • Referral Transmittal from SNAP • Cross-Match with SNAP Public Assistance Records <ul style="list-style-type: none"> ○ SNAP Public Assistance Records ○ Other Relevant Records 	X	X		
Other Public Assistance Recipient	<ul style="list-style-type: none"> • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification • Cross-Match <ul style="list-style-type: none"> ○ Refugee Assistance Records ○ Public Assistance Records ○ State MIS Database ○ Other Relevant Records 	X	X		
Pregnant/Parenting	<ul style="list-style-type: none"> • Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Signed Intake Application or Enrollment Form 			X	
Youth Who Needs Additional Assistance	<ul style="list-style-type: none"> • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment • Individual Service Strategy • Self-Attestation 			X	

Foster Care Youth Status at Program Entry	<ul style="list-style-type: none"> • Written Confirmation from Social Services Agency • Case Notes • Foster Care Agency Referral Transmittal • Signed Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy (ISS) • Self-Attestation 	X	X	X	X
Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry	<ul style="list-style-type: none"> • Signed Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case Notes • Individual Service Strategy • Letter from Caseworker or Support Provider • Self-Attestation 	X	X	X	X
Ex-Offender Status at Program Entry	<ul style="list-style-type: none"> • Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal form a Reintegration Agency • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment • Individual Service Strategy • Federal Bonding Program Application • Self-Attestation 	X	X	X	X
Low Income Status at Program Entry	<ul style="list-style-type: none"> • Award Letter from Veteran’s Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons 	X	X	X	X

	<ul style="list-style-type: none"> • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records • Self-Attestation 				
English Language Learner at Program Entry	<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution <ul style="list-style-type: none"> ○ Transcripts ○ Other School Documentation • Signed Intake Application or Enrollment Form • Individual Service Strategy • Case Notes • Self-Attestation 	X	X	X	X
Basic Skills Deficient/Low Levels of Literacy at Program Entry	<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution <ul style="list-style-type: none"> ○ Transcripts ○ Academic Assessments ○ Other School Documentation • Case Notes 	X	X	X	X
Single Parent at Program Entry	<ul style="list-style-type: none"> • Needs Assessment • TANF Single Parent eligibility Verification • Signed Intake Application or Enrollment Form • Individual Service Strategy or Employment Plan • Case Notes • Self-Attestation 	X	X	X	X

Displaced Homemaker at Program Entry	<ul style="list-style-type: none"> • Signed Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse’s Layoff Notice • Copy of Spouse’s Death Record • Copy of Spouse’s Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs Assessment • Individual Employment Plan (IEP) • Self-Attestation 	X	X		X
Migrant and Seasonal Farmworker Status	<ul style="list-style-type: none"> • Cross-Match with Public Assistance Records • NFJP Eligibility Documents used to determine low-income status • Employer Contract/Letter • Program Application • Cross-Match with State MIS Database • Cross-Match with H-1B Records • Case Notes • Self-Attestation 	X	X		X
Date of Program Entry	<ul style="list-style-type: none"> • Individual Plan for Employment (IPE) • Electronic Records • Program Intake Documents <ul style="list-style-type: none"> ○ Eligibility Determination Documentation ○ Program Enrollment Forms ○ Other Relevant Documentation 	X	X	X	X
Social Security Number (The SSN must not be included unless specified under program or funding stream reporting requirements.)	<ul style="list-style-type: none"> • Social Security Card • Passport • Military ID • Other Federal or State ID with SSN 				X

<p>Eligibility to Work</p>	<p>Acceptable documentation needed to demonstrate eligibility to work in the US can be found at https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.</p> <p>Individuals may self-attest to eligibility to work at time of enrollment; however, eligibility to work must be validated before using WIOA funds to provide training services and/or supportive services.</p> <p>NOTE: WIOA § 188 prohibits discrimination against individuals on the basis of either citizenship or status as a lawfully admitted immigrant authorized to work in the US.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
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