

Acceptable Documentation for Program Eligibility

Below is a table which lists acceptable documentation for the WIOA and State Dislocated Worker eligibility requirements as outlined in TEGL 23-19.

Data Element	Requirement Notes	Source Documentation Requirements
Date of Birth/Proof of Age	Required	One of the following: Drivers 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
Proof of Name	Required	One of the following: Drivers 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
Disability Status	Required	One of the following: • Self-Attestation • School 504 Records Provided by Student • Assessment Test Results
Social Security Number	Required	One of the following: •SSN Card •Passport •Military ID •Other Federal or State ID with SSN
Residency	Required (State DW only)	One of the following: Driver's license; public assistance/social service agency verification, insurance policy (residence or auto); landlord statement and/or lease(s); letter from social service agency or school; library card; Medicare or Medicaid card; postmarked mail addressed to applicant; property tax record; rent receipt; school ID; utility bill; or voter's registration card. Homeless status may be documented in the form of self- attestation; written statement from individual providing temporary residence; written statement from shelter
Displaced Homemaker Status (both federal and state DW)	Required if used for eligibility.	One of the following: • Self-attestation • 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 • Signed Individual Employment Plan

Dislocated Worker Status/Date of Actual Qualifying Dislocation	Required	One of the following: Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self- Attestation
Unemployment Insurance Status	Required if used as the basis for program eligibility.	One of the following: Cross-Match to State UI Database • Cross-Match to State MIS Database • Referral Transmittal by RESEA or WPRS • Self-Attestation
Veteran Status	Documentation is required to claim veteran status.	One of the following: DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration
Temporary Assistance to Needy Families (TANF)/ Minnesota Family Investment Program (MFIP), and or Other Public Assistance	Documentation required if entered into WF1 as a public assistance recipient.	One of the following: TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records
Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)	Documentation required if entered into WF1 as a public assistance recipient.	One of the following: TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records
Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)	Required if an SSI/SSDI Recipient	One of the following: SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database
Supplemental Nutrition Assistance Program (SNAP)	Required if a SNAP Recipient	One of the following: SNAP Eligibility Verification • Copy of Authorization to Receive Food Stamps • Documentation of Food Stamp Benefit Receipt • Referral Transmittal from SNAP • Cross-Match with SNAP Public Assistance Records
Other Public Assistance Recipient	Required if an SSI/SSDI Recipient	One of the following: 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 with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with State MIS Database
Foster Care Youth Status at Program Entry	Required if currently a foster care youth at program enrollment	One of the following: Written Confirmation from Social Services Agency • Case Notes • Self-Attestation • Foster Care Agency Referral Transmittal • Signed Intake Application or Enrollment Form • Needs Assessment • Signed Individual Service Strategy

Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry	Required if entered as homeless at program enrollment	One of the following: Self-Attestation • Signed Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case Notes • Signed Individual Service Strategy • A letter from caseworker or support provider
Ex-Offender Status at Program Entry	Required if entered as an ex-offender at program enrollment	One of the following: Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal from a Reintegration Agency • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment • Self-Attestation • Signed Individual Service Strategy • Federal Bonding Program Application
Low Income Status at Program Entry	Required if entered as a low income at program enrollment	One of the following: • 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 • 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	Required if entered as an English Language Learner at program enrollment	One of the following: • Case notes • Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Self-Attestation • Signed Intake Application or Enrollment Form • Signed Individual Service Strategy
Basic Skills Deficient/Low Levels of Literacy at Program Entry	Required if entered as Basic Skill Deficient or not at program enrollment	One of the following: • Case notes • Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)
Single Parent at Program Entry	Required if entered as a single parent at program enrollment	One of the following: • Self-Attestation • TANF Single Parent Eligibility Verification • Case Notes • Needs Assessment • TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form • Signed Individual Service Strategy or Employment Plan
Eligible Migrant and Seasonal Farmworker Status	Required	One of the following: • Self-Attestation • Case Notes • Cross-Match with Public Assistance Records • NFJP Eligibility Documents • Cross-Match with State MIS • Cross-Match with H-1B Records

Date of Program Entry	Required	One of the following: • Individual Plan for Employment • Electronic Records • Program intake documents, such as eligibility determination documentation or program enrollment forms
Received Rapid Response Services	Required	One of the following: • Cross-Match to State MIS Database • Case Notes • Self-Attestation • Rapid Response List • Cross-Match to Rapid Response Records
Unlikely to Return to Occupation or Industry	Required if used as the basis for program eligibility.	One of the following: • Labor Market Information projections for occupation/industry • Analysis of lacking job openings • Comparison of individual qualifications required for similar positions • Evidence of large numbers of layoffs in occupations/industries which create competition for few job openings and/or • Unable to perform tasks, duties in current occupation or industry
Selective Service	Required	One of the following: • A Selective Service Acknowledgement letter • Form DD-214 “Report of Separation” • Screen printout of the Selective Service Verification site: www.sss.gov/RegVer/wfVerification.aspx (For males who have already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth • Selective Service Registration Card • Selective Service Verification Form (Form 3A) • Stamped Post Office Receipt of Registration
School Status at Program Entry	Required	One of the following: • Cross-Match with Postsecondary Education Database • Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed Intake Application or Enrollment Form • Electronic Records • Self-Attestation
Self-Employment	Required if used as the basis for program eligibility	One of the following: • Tax documents evidencing significant decline in earnings from self-employment • Other documentation evidencing decline in earnings • Documentation of a failing farm or business due to general relevant economic conditions • Documentation of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services • Documentation of one or more businesses to which the self-employed obtained a substantial proportion of products or services • Documentation of substantial layoff(s) from, or permanent closure(s) of, one or more plants or facilities that support a significant portion of the relevant state or local economy

Long Term Unemployed	Required if used as a basis for eligibility	One of the following: • Self-Attestation • Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match to State UI Database
Most Recent Date Received Supportive Services	Must be captured within the Support Service tab of the participant's WF1 case record	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received
First Date and Most Recent Date Received Basic Career Service	Required	One of the following: • Case Notes • Cross-Match with State MIS Database (WF1 Activities) • Electronic Records
First Date and Most Recent Date Received Individualized Career Service	Required	One of the following: • Case Notes • Cross-Match with State MIS Database (WF1 Activities) • Electronic Records
Date Individual Employment Plan Created	Required	One of the following: • Cross-Match with State MIS Database • Case Notes • Signed Individual Employment Plan or Individual Service Strategy • Electronic Records
Type of Work Experience	Required if in one of the following activities: internship, a pre-apprenticeship program, job shadowing, and/or a transitional job	One of the following: • Case Notes • Signed Work Experience Agreement • Electronic Records
Date Received Financial Literacy Services	Required if participating Financial Literacy Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case Notes • WIOA status forms noting receipt of service and type of service received • Electronic Records
Date Entered Training	Required if participating Training Services	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database • ITA
Type of Training Service	Required if participating Training Services	One of the following: • Copy of enrollment record • File documentation with notes from program staff • Cross-match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records

Occupational Skills Training Code	Required if participating Training Services	One of the following: • Cross-Match to State MIS Database • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • ITA
Date Training Completed or Withdrew	Required if participating Training Services	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database
Established Individual Training Account (ITA)	Required if participating Training Services	One of the following: • Cross-Match with State MIS Database • Case notes • ITA Approval, Allocation or Activation Records
Enrolled in Secondary Education Program	Required if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level	One of the following: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match to State K-12 data system
Recipient of Incumbent Worker Training	Required for all Incumbent Worker Training participants	One of the following: • Signed IWT Contract • Electronic Records
Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program	Required if referred	One of the following: • Electronic Records • Case Notes
Date of Program Exit	Required	One of the following: • A copy of the letter sent to the individual indicating that the case was closed • WIOA status/exit forms • Electronic Records • Attendance records • Review of service records identifying the last qualifying service (and lack of a planned gap)

Other Reasons for Exit	Required for those exited due to Institutionalized, Medical Treatment, Death, National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.	One of the following: • File documentation with notes from program staff • Information from partner services • WIOA status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility
Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential	Required if participant enrolled in post-secondary education after exiting the program	One of the following: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card. • Data match with postsecondary data system
Employed in 1 st , 2 nd , 3 rd , and 4 th Quarters After Exit Quarter	Required	One of the following: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form of exit. • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor
Type of Employment Match 1 st , 2 nd , 3 rd , and 4 th Quarters After Exit Quarter	Required	One of the following: • Cross-Match with State and Out-of-State UI Quarterly Wage records • Federal Government Employment Records • Cross-Match with Federal Administrative Wage Record Databases • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
Employment Related to Training (2nd Quarter After Exit)	Required	One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow-up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases • Other out of state federal wage record systems • Case notes

Occupational Code in 2 nd and 4 th Quarters After Exit	Required	One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow-up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases • Other out of state federal wage record systems • Case notes
Entered Non-Traditional Employment	Required	One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow-up services • Surveys • Record sharing and/or automated record matching with youth who entered employment in the second quarter after the exit quarter other employment and administrative databases • Other out of state federal wage record systems • Case notes
Industry Code of Employment 1 st , 2 nd , 3 rd , and 4 th Quarters After Exit Quarter	Required	One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow-up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases • Other out of state federal wage record systems • Case notes
Retention with the same employer in the 2nd Quarter and the 4th Quarter	Required	One of the following: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)

Wages 1 st , 2 nd , and 3 rd Quarter Prior to Participation Quarter	Required	One of the following: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records • Cross-Match with Federal Administrative Wage Record Databases • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
Wages 1 st , 2 nd , 3 rd , and 4 th Quarters After Exit Quarter	Required	One of the following: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records • Cross-Match with Federal Administrative Wage Record Databases • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
Type of Recognized Credential	Required if attended training	One of the following: • Data match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider
Date Attained Recognized Credential	Required if attended training	One of the following: • Data match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider
Date of Most Recent Measurable Skill Gains (MSG): Educational Functioning Level (EFL)	At least One MSG Required every year participant attended training	One of the following: • Pre- and post-test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes

Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card	At least One MSG Required every year participant attended training	One of the following: • Transcript • Report Card
Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card	At least One MSG Required every year participant attended training	One of the following: • Transcript • Report Card
Date of Most Recent Measurable Skill Gains: Training Milestone	At least One MSG Required every year participant attended training	One of the following: • Documentation of a skill gained through OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider documenting a skill gain • Progress report from employer documenting a skill gain
Date of Most Recent Measurable Skill Gains: Skills Progression	At least One MSG Required every year participant attended training	One of the following: • Results of knowledge-based exam or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam
Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	Required if attended training	One of the following: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match with postsecondary data system
Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	Required if attended training	One of the following: • Cross-Match with Secondary or Postsecondary Education Database • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) • Signed Follow-up Survey Response from Program Participant • Signed File Documentation with Information Obtained from Education or Training Provider

Category of Assessment	Required prior to attending training if education level is currently less than an AAS degree and/or if using increased EFL score as an MSG	One of the following: • Copy of Assessment Test Results • Vendor Receipt for Testing
Date of Completion of DWG Services	DWG Only	One of the following: • Cross-match between Electronic Records and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to Electronic Records • Case Notes with Follow-up Cross-Match to Electronic Record
Employed at Completion of DWG Services	DWG Only	One of the following: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor
Received Services through a Disaster Recovery Dislocated Worker Grant	DWG Only	One of the following: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor • Electronic Records

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