



CHECK LIST FOR WIOA ADULT REQUIRED DOCUMENTS

All documents are needed for any eligibility: (one or more documents can be used in each category but each category must be documented)

| | | |
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| | Residential | Driver's license with a correct address, Utility Bill with name and Address, FL State ID Card, Rent or Mortgage Paperwork |
| | Age | Driver's license, Birth Certificate, Birth Record, Valid Passport |
| | US Citizenship or right to work in the US | Birth Certificate, Driver's License with Social Security card, Valid Passport, Naturalization Paperwork, |
| | Social Security Card | Valid with signature of Social Security Card, in some cases DD214, W-2 form/tax documents, letter from Social Security Administration indicating legal document |
| | Military | DD214, Military ID or other military form, cross match from veterans' data base, VA Benefit Administration letter |
| | Selective Service Registration (applies to males born Jan. 1 st and after) | DD214, SSS.gov internet verification print out, Selective Service Status information Letter, Selective Service Registration Card signed, |
| | Training provided information | (All of these documents must be provided from the Training Provider) Course information/Training information Cost of tuition, books, required tools and supplies Exam cost if applicable Financial Aid information to include FAFSA if eligible, Scholarship and Loan information. (if the provider is not FAFSA eligible then a statement from the provider must be obtained as proof) |
| | Resume and Credentials | Resume is needed to assist with job search along with copies of any Degrees or Credentials/Certificates you may already have obtained. |

Eligibility documents required: (use the check list that best fits your eligibility for WIOA funding)

1. DISLOCATED WORKER – (DW) Dislocated worker is someone who has been laid off of employment due to no fault of their own and is eligible and receiving Unemployment Benefits, Exhausted, have a letter of lay off, loss of business due to natural disaster or company closure. (in some cases Unemployment Benefits can be pulled by the Career Specialist assisting you if the claim is the state of Florida)

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| | Unemployment Benefits | Bank statement showing direct deposit, Eligibility Statement showing eligible but is not a monitory statement. If your claim is in the state of Florida, the Career Specialist can assist in obtaining this information |
| | Letter of lay off | Typically applies to someone who has not filed a claim in Florida or does not plan to, in this case a letter from the employer must be obtained showing layoff and the date. This letter must imply that the layoff is due to no fault of your own. Example: position elimination, company closure, downsizing of staff, going out of business etc. |
| | Out of State Unemployment Benefits | Proof of Unemployment from the which the claim has been filed |
| | Loss of Business and or Natural Disaster | Typically, this is established prior to filing for benefits but legal tax documents, proof of disaster, company letter of loss, |

2. LOW INCOME ADULT BY WAY OF S.N.A.P. (Food Stamps) – Low income adult by way of food stamps is identified as currently receiving SNAP, have received in the last six months, and or is a “family member” of a house hold receiving SNAP and is on record with that house hold. Typically, the Career Specialist can pull this information for you through the Department of Children and Families portal.

If your SNAP benefits were from out of State, then proof must be obtained from that state showing you are receiving or have received in the last 6 months.

3. LOW INCOME ADULT ELIGIBILITY IF S.N.A.P OR DISLOCATED WORKER DOESN'T APPLY. – The household income is used against the federally issued Lower Living Standard Income Level (LLSIL) based on family size. Family size applies to all related household family members.

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| | Proof of “house hold income” | 26 weeks of pay stubs or statement from employer Money wages and salaries before any deductions |
| | Income also applies to | Child support, survivor benefits, Social Security Benefits, property rental income, alimony, Military Pensions, Pensions whether private or government |

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| | Family Size | Family size determines the Family Unit income level. Proof of family size must be provided, either birth certificates or household members or legal tax prepared documents. Rental documents showing all family members or a blend of these documents. |
| | Applicant Statement | Applicant statement of no earnings within a 26-week time frame can be used if one or more of the household members was not work or collecting any income with the 26 weeks. |

CareerSource Pasco Hernando currently uses 250% of the poverty level. The chart below shows the family unit size, the poverty level and then the 250%.

All income is added together for the household and then multiplied by 2 for an annual size income.

Example: Total of 26 weeks X 2 = \$??? This dollar amount needs to come up less than the below chart for 250%. A larger family size LLSIL can be pulled from the CSPH website.

| FAMILY UNIT SIZE | FPL (Fed. Pov. Level) | FAMILY UNIT SIZE | <u>250%</u> |
|---------------------------------|----------------------------------|---------------------------------|--------------------|
| 1 | 14,590 | 1 | \$36,450 |
| 2 | 19,720 | 2 | 49,300 |
| 3 | 24,860 | 3 | 62,150 |
| 4 | 30,000 | 4 | 75,000 |