SC WORKS LOWER SAVANNAH

A proud partner of the AmericanJobCenter network

LOWER SAVANNAH COG Council of Governments

WIOA Eligibility/Verification Documentation Requirements

(Adult + Dislocated Worker)

In order to determine your eligibility for WIOA services, the following documents must be presented to a WIOA program representative during the eligibility appointment.

!!!!! Please register in www.scworks.org, enter a Résumé and complete the WIN assessment !!!!!

Address	**Driver's License, State ID or Passport (only one is necessary)**
if different from ***ID***	**Lease Agreements or Utility Bill**
Social Security #	**Social Security Card, Social Security Office letter, W-2 form, DD-214**
Selective Service	**DD-214, Status Information Letter, Status Information Letter, Acknowledgement Letter or Registration Card** If a male born after December 31, 1959, and 18 or older you must be registered for Selective Service. *www.sss.gov to register if not registered
Authorization to Work	**Driver's License (unexpired) and Social Security Card; Passport, Permanent Resident Card**
Veteran	**DD214 or VA Records** No DD214?... apply at www.Archives.gov/veterans/military-service-records Eligibility can be conducted without a DD214, but veteran's preference will not be guaranteed until veteran status has been verified.
Employment *(for dislocated workers)*	**UI Records or Notice of Termination/Separation Letter from Employer**
Education	**Copy of Diploma/s, GED, Transcript**
FAFSA	**FAFSA Print-Out** (if applicable)
Student Loan	**Student Loan Letter** (if applicable)
Public Assistance	Verification of any government assistance: DSS, TANF, Unemployment, SSDI, SSI, etc. **Food Stamp Printout, Social Security Insurance or Disability Printout** Government assistance does not guarantee or prevent eligibility.
Family Income	Proof of **ALL** income of the last 6 months for **ALL** household members who are working and related to you by blood or marriage. **Pay-Stub, Quarterly estimated tax for self-employed, Pension, Bank Statements, UI Documents**
Family Size	Proof of Household members related to you by blood or marriage **Food Stamp Printout, Birth Certificate, or Most Recent Tax Return (1st page only)**

**Failure to provide the above documentation at eligibility will delay your determination for individualized career services.

**Please make sure ALL documents are present at the time of your appointment. Bring in all special items that pertain to your situation.

**Students under the age of 18, please bring in your Parent/Guardian to sign documentation.

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 711