



Region III Workforce Investment Board Documents Required for WIOA Eligibility Determination for Adults & Dislocated Workers

You must be a resident of Kanawha County or have been laid-off from a Kanawha County employer to apply for WIOA funding in Region III.

- To be determined eligible for WIOA funding, please bring at least **one item of documentation from each eligibility requirement along with the completed WIOA application.**
- Please be prepared to stay approximately **3 hours** for eligibility determination and testing.
- If you are a **Veteran**, please provide a copy of your DD-214 or a letter from Veterans' Administration.
- Any questions, please call (304) 558-0342.

Eligibility Requirements:

Acceptable Documentation:

1) Citizenship/Alien Status	Birth Certificate, Hospital Record of Birth, Baptismal certificate (if place of birth is shown), any government document with birthplace, DD214/report of transfer or discharge from military (if place of birth is shown), Foreign passport stamped eligible to work, Alien registration card indicating right to work (INS forms I-151, I-1551, I-94, I-688A, I-197, I-179), Naturalization certificate, public assistance records, U.S. passport, school records, Native American tribal records, marriage certificate (if place of birth is shown)
2) Residence	Driver's license, pay stubs, utility bills, public assistance records, rent receipt showing address
3) Social Security Number	Social security card, DD-214, passport, military ID, other Federal or State ID with SSN
4) Family Size	Birth certificates, social security cards, or public assistance records for each member of the household
5) Income (Last 6 Months)	Pay stubs, alimony agreement, applicant statement, award letter from Veterans' Administration, bank statements, compensation award letter, court award letter, pension statement, employer statement, family or business financial records, housing authority verification, public assistance records, quarterly estimated tax for self-employed persons, social security benefits, UI documents
6) Photo ID	Driver's license, military ID, school ID
7) Selective Service	(Only men born after December 31, 1959 are required to show proof of registration.) Selective service registration card, internet verification (www.sss.gov)

THE FOLLOWING INFORMATION MUST BE VERIFIED ONLY IF THEY APPLY TO YOU:

Eligibility Requirements:

Acceptable Documentation:

8) Public Assistance	Printouts or records from DHHR, Food stamp card, Medical card
9) Social Security, Retirement Workers' Compensation, or Veterans' benefits	Printouts, letters/records from awarding agency, DD-214
10) Disability Status	Voc-Rehab letter, VA letter/records, Workers' Comp. records, Physician's statement
11) Dislocation	Layoff letter or verification from your employer