



Kiowa Tribe of Oklahoma

Section 166 Workforce Investment Act's
Workforce Investment Act Program (WIA)
Postal Box 363 * Carnegie, OK 73015 * Phone #: (580) 654-2953
Toll Free #: (877) 828-8580 * Fax (580) 654-2194

INTAKE FLOW CHART

1. Receive Applicant (Sign-In).
2. Provide Multi-Application.
3. Assure (Review) Application.
4. Application must be complete along with all **SUPPORTING DOCUMENTS**.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!!

- (A) **FAMILY INCOME:** Pay stubs from previous employer, Unemployment Insurance (U.I.) Documents, Grant Award Letters (BIA/Tribal Grants, Pell, etc.), Public Assistance Award Letters (TANF, Food Stamps, Commodities, SSI, VA, Disability, etc.). Letter from employer on letterhead stating wages. **All family income received in the past six (6) months prior to application date must be submitted!**
- (B) **DATE OF BIRTH/AGE:** Birth Certificate, Driver's License, State I.D. or Work Permit.
- (C) **RESIDENTIAL ADDRESS:** Utility Bill w/ address on it, Rent Receipt, Driver's License, Cancelled Checks, Voter's Card, or Postmarked Mail.
- (D) **CITIZENSHIP:** Voter's Registration, Social Security Card, or Birth Certificate.
- (E) **DEGREE OF INDIAN BLOOD:** Tribal Enrollment Card or BIA Certification w/ Roll Number.
- (F) **SELECTIVE SERVICE REGISTRATION: MALE APPLICANTS ONLY** born on or after January 1, 1960, must provide a Registration Acknowledgement Letter from the Selective Service. If the letter is not immediately available, the applicant will be required to sign a Self Certification (Draft Compliance) Statement. Before any applicant is provided services and the letter is not readily available, a telephone verification call will be made to the Selective Service System Registration Information Office.
5. Once Multi-Application File is complete and eligibility has been determined by the Intake or Staff, the Applicant is referred to the Job Developer for Counseling and/or Referrals.
 6. **The Kiowa Tribe's WIA Service area is Caddo, Kiowa, Jackson, Harmon, Greer, and Tillman Counties of Oklahoma.**

*****FAXES WILL NOT BE ACCEPTED!!*****

PLEASE SUBMIT ONE DOCUMENT FROM EACH OF THE HIGHLIGHTED AREA
CANNOT DUPLICATE SAME DOCUMENT