

List of Required WIA Enrollment Documents

To verify program eligibility, the Office of Youth Programs will require one of the approved documents in each category below prior to enrollment of eligible WIA youth under the In-School Youth Year-Round Workforce Development Programs:

DATE OF BIRTH		
Birth Certificate	Military ID	Selective Service Card
Driver's License or Non-Driver's ID	Passport	TANF Record
Hospital Record of Birth	School Record	Veteran's Medical Card
Military Discharge DD-214	State, Federal, or Govt. issued ID	

PROOF OF CITIZENSHIP OR LEGAL STATUS	
Alien Registration Card or Green Card	Naturalization Certificate
Birth Certificate	Foreign Passport (stamped "Eligible to Work")
Birth Abroad Certificate	U.S. Passport
Military Discharge DD-214 (if birthplace is listed)	

SOCIAL SECURITY NUMBER	
Driver's License or Non-Driver's ID	Social Security Card
Department of Humans Services Letter	TANF Record
Military Discharge DD-214 or Veteran's Medical Card	

SELECTIVE SERVICE REGISTRATION (For Males 18 and Older)	
Selective Service Registration Card	Selective Service Verification Form or Printout

PROOF OF RESIDENCY (Document must include the Applicant's Name)	
Department of Human Services Letter listing the names and social security numbers of all household members	Notarized Tax Form 1040 or D-40 listing the names and social security numbers of all household members (most Recent Tax Year)
If homeless, a letter from a shelter or the Department of Human Services	School Record
Driver's License or Non-Driver's ID	TANF Record
Government Agency Letter or Printout	Recent Utility Bills (mobile bills not accepted)
Rental lease that contains the names and social security numbers if all family members residing in the household	

FAMILY SIZE (Document must list or identify all family members)	
Department of Human Service Letter, listing the names and social security numbers of all family members	Rental Lease, with the names and social security numbers of all family members residing in the household
If homeless, a letter from the shelter or the Department of Human Services	Notarized Tax Form 1040 or D-40 (most Recent Tax Year) listing the names and social security numbers of all household members.
Government Agency Letter or Printout	TANF Record
DCHA Housing Letter	

FAMILY INCOME & LOW-INCOME INDIVIDUALS

Low-income individual means an individual who (1) receives, or is a member of a family that receives TANF cash assistance; (2) received income, or is a member of a family that received a total family income that does not exceed the poverty line or 70 percent of the lower living standard income level for the 6-month period prior to program application, (3) is a household member for 6-months that received food stamps or is eligible for them, (4) is verifiably homeless, (5) is a foster child, or (6) is disabled and whose verifiable income does not exceed family income restrictions.

Alimony Statement	Notarized Tax Form 1040 or D-40 and W2 (most Recent Tax Year) listing the names and social security numbers of all household members.
Compensation Award Letters	Pension Statement
Copy of Public Assistance Check	Refugee Assistance Records
Court Award Letter	Social Security Benefits Statement
Earnings Statement or Pay Stubs	TANF Cash Benefit Statement
Food Stamps Award Letter	Unemployment Insurance Statement
Medical Card Showing Cash Grant Status	Veteran's Administration Award Letter

REFERENCES:

- Department of Labor, Training and Employment Guidance Letter 22-04, Serving Military Service Members and Military Spouses under the Workforce Investment Act Dislocated Worker Formula Grant, March 22, 2006
- Workforce Investment Act (WIA) of 1998, Public Law 105-220, August 7, 1998, Section 101 (25)
- Workforce Investment Act (WIA), 20 CFR Part 652; Part 660 et al, Final Rule, August 11, 2000, Sections 663.220, and 664.200.