

Attachment A: WIOA Acceptable Documentation Sources (CalJOBSSM Document Verification Fields)

WIOA Application – Contact Tab	
Field: Social Security Number	
<ul style="list-style-type: none"> • DD-214 Report of Transfer of Discharge • Employment Records • IRS Form Letter 1722 • Letter from Social Service Agency • Pay Stub • Social Security Benefits • Social Security Card 	<ul style="list-style-type: none"> • W2 Form • Letter/Printout from Social Security Office • Public Assistance Record/Printout • Agency Award Letter • Telephone Verification • Unemployment Wage Records
Field: Address on Date of Application	
<ul style="list-style-type: none"> • Voter Registration Card • Computer Printout from Government Agency • Driver’s License • Food Stamp Award Letter • Homeless-Primary Nighttime Residence • Housing Authority Verification • Insurance Policy (Residence and Auto) • Landlord Statements • Lease • Letter from Social Service Agency or School 	<ul style="list-style-type: none"> • Library Card • Medicaid/Medicare Card • Phone Directory • Property Tax Record • Public Assistance Records • Rent Receipts • School Identification Card • Selective Service Registration Card • Utility Bill • Applicant Statement with Corroborating Witness signature • Postmarked Mail Addressed to Applicant
WIOA Application – Demographic Tab	
Field: Date of Birth	
<ul style="list-style-type: none"> • Baptismal Record with Date of Birth • Birth Certificate • DD-214 • Driver’s License • Federal, State or Local Government ID Card • Hospital Birth Record • Passport 	<ul style="list-style-type: none"> • Public Assistance/Social Service Record • School Records/Identification • Work Permit • Decree of Court • Native American Tribal Document • Tribal Record with Date of Birth

Field: US Citizenship

- Alien Registration Card (USCIS Forms- I-151, I-551, I-94, I-668A, I-179)
- Baptismal Certificate with Place of Birth
- Birth Certificate
- Food Stamp Records
- Foreign Passport Stamped Eligible to Work
- Hospital Birth Record
- Naturalization Certificate
- Public Assistance Records
- United States Passport
- Native American Tribal Document
- Alien Registration Card Indicating Right to Work
- Voter Registration Card

Field: Registered for Selective Service

- Not Applicable
- Selective Service Acknowledgement Letter
- Contact Selective Service (847) 688-6888
- DD-214
- Selective Service Status Information Letter
- Selective Service Registration Record (form 3A)
- Selective Service Verification Form
- Stamped Post Office Receipt of Registration
- Selective Service Request for Registration Acknowledgement Letter
- Internet www.sss.gov
- Selective Service Registration card
- Date of Entry Stamp in Passport (Non-citizens)
- I-94 with Date of Entry Stamp (Non-citizens)
- Letter from US Citizenship and Immigration Services (Non-citizens)

Field: Considered to Have a Disability

- Letter from drug or alcohol rehabilitation agency
- Letter from child study team stating specific disability
- Medical records
- Social service records/referral
- Physician's statement
- Psychiatrist's statement
- Psychologist's diagnosis
- Rehabilitation evaluation
- School records
- Sheltered Workshop Certificate
- Workers' compensation record
- Social Security Administration disability records
- Veterans Administration letter/records
- Vocational Rehabilitation letter
- Self-Certification
- Telephone Certification
- Observable and/or obvious conditions (applicant statement with the interviewer serving as the corroboration witness)

WIOA Application – Veteran Tab

Field: Eligible Veteran Status

<ul style="list-style-type: none"> • Self-Attestation • DD 214 	<ul style="list-style-type: none"> • Military Document (ID or DD Form indicating dependent spouse) • VA records/printout
WIOA Application – Employment Tab	
Field: Employment Status	
<ul style="list-style-type: none"> • Self-Attestation • UI Records 	<ul style="list-style-type: none"> • Employer Contact
Field: UC Status Verify	
<ul style="list-style-type: none"> • UI records (Benefit History, Wage Record) 	
Field: Dislocated Worker Category	
<ul style="list-style-type: none"> • Cat 1 or 2: Separation Notice • Cat 1 or 2: UC Records • Cat 3: WARN notice or letter of authorization from the State WIA Admin Dept. • Cat 4: Documentation of “General Announcement.” • Cat 5: Receipt of Notice of foreclosure or intent to foreclose. • Cat 5: Proof of failure of the farm, business, or ranch to return a profit during preceding 12 months. • Cat 5: Entry of individual into bankruptcy proceedings. • Cat 5: Inability to make payments on loans secured by tangible business assets. • Cat 5: Inability to obtain capital necessary to continue operations. 	<ul style="list-style-type: none"> • Cat 5: A debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm, ranch, or business. • Cat 5: Other events indicative of the likely insolvency of the farm, ranch, or business. • Cat 6: Is verified in Barriers - Displaced Homemaker • Cat 7: Case file documents active-duty Armed Forces spouse employment loss related to duty station change. • Cat 8: Case file documents active-duty Armed Forces spouse is unemployed/underemployed and having difficulty obtaining/upgrading employment. • Cat 12: NDWG Documentation showing proof of eligibility • Cat 1 - 8: Other Applicable Documentation, (specify)
WIOA Application – Education Tab	
Field: Within Compulsory Age	
<ul style="list-style-type: none"> • School Records 	<ul style="list-style-type: none"> • Self-Attestation
Field: School Status at Youth Program Eligibility	
<ul style="list-style-type: none"> • School records • Attendance • Drop-out letter 	<ul style="list-style-type: none"> • Applicant statement or attestation

Field: Highest Education Level Completed	
<ul style="list-style-type: none"> • Other Applicable Documentation, (specify) 	
Field: School Status	
<ul style="list-style-type: none"> • School records • Attendance • Drop-out letter 	<ul style="list-style-type: none"> • Applicant statement or attestation
WIOA Application – Public Assistance Tab	
Field: TANF	
<ul style="list-style-type: none"> • Public assistance records/printout • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status 	<ul style="list-style-type: none"> • Public assistance identification card showing cash grant status • Statement from Social Services agency • Refugee assistance records • Self-certification form • Telephone verification
Field: SSI Recipient Type	
<ul style="list-style-type: none"> • Public assistance records/printout (SSI) • Copy of authorization to receive cash public assistance (SSI) • Copy of public assistance check (SSI) • Medical card showing cash grant status (SSI) 	<ul style="list-style-type: none"> • Public assistance identification card showing cash grant status (SSI) • Statement from Social Services agency (SSI)
Field: General Assistant GA Recipient	
<ul style="list-style-type: none"> • Public assistance records/printout • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status 	<ul style="list-style-type: none"> • Public assistance identification card showing cash grant status • Statement from Social Services agency
Field: SNAP Program	
<ul style="list-style-type: none"> • Current authorization to obtain food stamps • Current food stamp receipt • Food stamp card with current date • Letter from food stamp disbursing agency 	<ul style="list-style-type: none"> • Postmarked food stamp mailer with applicable name and address • Public assistance records/printout • Self-certification • Telephone verification

Field: Refugee Cash Assistance RCA	
<ul style="list-style-type: none"> • Public assistance records/printout • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status 	<ul style="list-style-type: none"> • Public assistance identification card showing cash grant status • Refugee assistance records • Statement from Social Services agency • Self-Certification Form • Telephone Verification
Field: SSI Disability Insurance	
<ul style="list-style-type: none"> • Public assistance records/printout • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance identification card showing cash grant status 	<ul style="list-style-type: none"> • Statement from Social Services agency • Refugee assistance • Crossmatch with public assistance database
Field: Youth Living in High Poverty Area	
<ul style="list-style-type: none"> • Staff verified based upon address 	
Field: Foster Child	
<ul style="list-style-type: none"> • Court contact • Court documentation • Medical card 	<ul style="list-style-type: none"> • Verification of payments made on behalf of the child • Written statement from state/local agency
Field: Youth receives Free or Reduced Lunch	
<ul style="list-style-type: none"> • School Document 	<ul style="list-style-type: none"> • Self-Attestation
WIOA Application – Barriers Tab	
Field: English Language Learner	
<ul style="list-style-type: none"> • Test Scores • Staff Observation 	<ul style="list-style-type: none"> • Other Applicable Documentation, (specify)
Field: Basic Skills Deficient	
<ul style="list-style-type: none"> • Copy of any generally accepted standardized test • School record of reading and/or math skills determined within the previous 12 months of application or 	<ul style="list-style-type: none"> • Other indication that the applicant cannot read sufficiently to complete forms and/or indicating applicant has math skills below the ninth-grade level.
Field: Homeless	

<ul style="list-style-type: none"> • Written statement from shelter • Written statement from an individual providing temporary assistance • Written statement from Social Service agency 	<ul style="list-style-type: none"> • Applicant statement/self-attestation, in limited cases • Self-Certification • Telephone Verification
Field: Runaway	
<ul style="list-style-type: none"> • Written statement from Social Service agency • Written statement from an individual providing temporary residence 	<ul style="list-style-type: none"> • Written statement from shelter • Applicant statement/self-attestation, in limited cases
Field: Foster Care	
<ul style="list-style-type: none"> • Statement/Referral from social services agency • Foster care facility resident • Court/Guardianship documents 	<ul style="list-style-type: none"> • Applicant statement/self-attestation, in limited cases.
Field: Out of Home Placement	
<ul style="list-style-type: none"> • Letter from appropriate state/local social service agency. • Self-Attestation 	<ul style="list-style-type: none"> • Other Applicable Documentation, (specify)
Field: Section 447 of SS Act	
<ul style="list-style-type: none"> • Letter from appropriate state/local social service agency. • Self-Attestation 	<ul style="list-style-type: none"> • Other Applicable Documentation, (specify)
Field: Within 2 years of exhausting TANF	
<ul style="list-style-type: none"> • Other Applicable Documentation (Specify) 	
Household and Income	
Field: Family size	
<ul style="list-style-type: none"> • Public assistance/social service agency records • Birth certificate • Decree of court • Disabled • Divorce decree • Landlord statement • Lease • Marriage certificate • Medical card 	<ul style="list-style-type: none"> • Most recent tax return supported by IRS documents (e.g., Form letter 1722) • Public housing authority (if resident or on waiting list) • Written statement from a publicly supported 24-hour care facility or institution (e.g., mental, prison) • Applicant statement/self-attestation, in limited cases • Telephone verification
Field: Annual Family Income	

- Alimony agreement
- Unemployment insurance documents and/or printout
- Award letter from Veterans Administration
- Bank statements (direct deposit)
- Compensation award letter
- Court award letter
- Employer statement/contact
- Farm or business financial records
- Housing authority verification
- Pay stubs
- Pension/Annuity statement
- Public assistance records
- Quarterly estimated tax for self-employed persons (Schedule C)
- Social Security benefits
- Telephone Verification
- Applicant statement/self-attestation, in limited cases
- Business Financial Records
- Workers' Compensation Records
- Documentation in Case File

Area: Participation

Field:

- Employment Status at Participation
- UC/UI Status
- School Status at Participation
- Other Applicable Documentation (Specify)

Area: Activity

Field:

- Credential type
- School Status on last day of activity
- Other Applicable Documentation (Specify)

Area: Measurable Skills Gain

Field:

- Type of Achievement
- Other Applicable Documentation (Specify)

Area: Case Closure

Field:

- Credential Attainment
- School Status at Exit
- Attained Diploma, GED/High School Equivalency Diploma or Certificate
- Youth Placement at Exit – Placement Date
- Employer Name
- Other Applicable Documentation (Specify)

Area: Follow Ups

Field:

- Employer Name
- Current Credential
- Current Placement (WIA)
- Current Placement (WIOA)
- Attained Diploma, GED/High School
Equivalency Diploma or Certificate (Not
previously recorded)
- Other Applicable Documentation (Specify)

Area: Case Notes**Field:**

- Document Attachment
- Other Applicable Documentation (Specify)