**WIOA TITLE I ELIGIBILITY CHECKLIST**

**DOCUMENTS REQUIRED FOR ELIGIBILITY DETERMINATION:** All applicants must comply with federal requirements for citizenship, eligibility to work and selective service. Applicants must also provide all information needed to determine eligibility including, but not limited to, the following documentation:

* Must be 18 or over
* Driver’s License or State ID with current \_\_\_\_\_\_\_\_ County address or utility bill with current address (If Driver’s license does not have current address).
* Birth Certificate
* Social Security Card
* Selective Service Registration (Males only, born on or after 1/1/1960) [www.sss.gov](http://www.sss.gov).
* TANF/SNAP/SSI Verification OR Income Verification from employer (last six months)
* HS Diploma, G.E.D or College Transcripts
* DD-214 (If you’re a Veteran)
* Fully registered in NCWorks.gov (Education, Work History, or Resume)
* Financial Aid Award Letter (FASA), Registration Statement – (for two year programs only)
* Acceptance Letter (i.e. Nursing program)

**DISLOCATED WORKER PROGRAM** – (in addition to above information)

* A notice letter of “no fault” termination or layoff from your previous employer. (The letter should be on letterhead from the company with their contact information)
* U.I. (Unemployment) Recipient-U.I. documentation (If laid off or terminated)
* Documentation to support displaced homemaker status (i.e. Divorce decree, death certificate, etc.).
* Unemployed for the last 13 weeks.

**ADDITIONAL INFORMATION:**

If WIOA training assistance was received in the past, you may not be eligible for additional training.

Training will only be considered an option for applicants determined to be suitable including low income, underemployed, unemployed, or most in need of training. Training dollars are not “entitlements”, nor is WIOA funding considered financial aid.

All applicants for occupational skills training (2 year programs) are required to take the math and reading portion of the Test of Adult Basic Education (T.A.B.E.).

All applicants are required to complete a Traitify assessment.