

NCWorks Integrated Service Delivery
WP & Basic Career Services are available to all customers.

WIOA Eligibility Documentation Guide
Adult/DW Program

Program requirements: Age 18 and older; United States or other eligible citizen and male (if required) registered for selective service.

Everyone must provide documentation listed in Box 1 and either items in Box #2 or Box #3			
Box 1	<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Driver License or State ID	<input type="checkbox"/> DD-214 (if veteran)
	<input type="checkbox"/> Utility Bill or statement of current address (if driver license does not have current address)		
	<input type="checkbox"/> Selective Service Registration (male born on or after 01/01/1960)		
	<input type="checkbox"/> Citizenship Verification ~ For non-citizens Department of Homeland Security documents		
Additional Program Documentation for Eligibility			
Box 2 – WIOA Adult Eligibility		Box 3 – WIOA Dislocated Worker Eligibility	
<input type="checkbox"/> Verification of number in family AND		<input type="checkbox"/> Dislocation Letter/Notice from Employer AND	
<input type="checkbox"/> Prior 6 month gross income OR		<input type="checkbox"/> UI documentation (if laid off or terminated) OR	
<input type="checkbox"/> TANF/SNAP verification OR		<input type="checkbox"/> Business Closure Letter OR	
<input type="checkbox"/> SSI verification (applicant only)		<input type="checkbox"/> Documentation to support Displace Homemaker Status (ex. Divorce decree, death certificate, etc.) OR	
		<input type="checkbox"/> Armed Force or Armed Force Spouse OR	
		<input type="checkbox"/> Long Term Unemployed (13 consecutive weeks)	

Training services are eligibility based with priority given to low income individuals and veterans.

“**Family**” means two or more persons related by blood, marriage, or decree of court, who are living in a single residence and are:
 1. A husband, wife & dependent child or; 2. A parent or guardian & dependent child or; 3. A husband & wife. (does not include aunts, uncles, cousins, nephews and other relatives)

WIOA Eligibility Documentation Guide
Youth Program

Out-of-School Youth	In School Youth
<input type="checkbox"/> Age 16 – 24 AND	<input type="checkbox"/> Age 16 – 21 AND
<input type="checkbox"/> Not attending any school (by state definition) AND	<input type="checkbox"/> Currently attending school (by state definition) AND
<input type="checkbox"/> Is in one of the following categories:	<input type="checkbox"/> Low Income AND
<ul style="list-style-type: none"> • School dropout • Secondary school diploma or equivalent recipient that is low income and basic skill deficient or English language learner • Individual subject to the juvenile or adult justice system • Homeless or runaway individual or foster child or aged out of foster care or out-of-home placement or Social Security Act eligible • Pregnant or parenting • Individual with a disability • Low income individual who requires additional assistance 	<input type="checkbox"/> Is in one of the following categories: <ul style="list-style-type: none"> • Basic skill deficient • English language learner • Individual subject to the juvenile or adult justice system • Homeless or runaway individual or foster child or aged out of foster care or out-of-home placement or Social Security Act eligible • Pregnant or parenting • Individual with a disability • Individual who requires additional assistance <p style="background-color: yellow;">Low income includes youth living in a high poverty area.</p>
Requires Additional Assistance: Has dropped out of a post-secondary educational program during the past 12 calendar months; or Has poor work history to include no work history or has been fired from a job in the last 6 calendar months; or out-of-home placement for more than 6 months during the ages of 16-21 or has a currently incarcerated parent(s)/guardian.	Requires Additional Assistance: Has poor attendance or has been expelled or suspended from school during the last 12 calendar months; or has below average grades of less than a “C” grade point average; or out-of-home placement for more than 6 months during the ages of 16-21 or has a currently incarcerated parent(s)/guardian.

All items require verification documentation