

Rivers East Scanned Document Guide

WIOA Application

6/1/2024

Verification Item	Document	Document Tag	Document Name	Redaction	Special Instructions
Social Security Number	Social Security Card	SSN	SSN-Lastname-Firstname	The first 5 digits must be redacted on all documents that contain the full number.	Last four numbers not redacted. Illegal to scan in color.
	Veteran DD-214	DD-214	DD-214-Lastname-Firstname		Other PII information must be redacted.
	School Records	School Records	Sch Rec-Last Name-First Name		Last four numbers not redacted.
	School/State/Federal ID Card	ID Card	ID Card-Last Name-First Name		Last four numbers not redacted. Illegal to scan in color.
Date of Birth	Drivers License	DL	DL-Lastname-Firstname	Driver License Number	At a minimum the DL# must be redacted. Illegal to scan in color.
	Federal, State or Local Gov ID Card	DMV ID	DMV ID-Lastname-Firstname	ID Card Number	At a minimum the ID# must be redacted. Illegal to scan in color.
	Passport	Passport	Passport-Country-Lastname-Firstname		
	Birth Certificate	Applicant BC	BC-Lastname-Firstname	PII not used for verification.	If parent's name is not needed for # in family, redact. Redact all sensitive PII .
	Hospital Birth Record	Applicant Hospital Record	App Hos Rec-Lastname-Firstname	PII not used for verification.	If parent's name is not needed for # in family, redact. Redact all Sensitive PII .
U.S. Citizenship Status	Driver's License/Birth Certificate - See document above				
	Alien Registration Card W/Right To Work	Permanent Resident	PR-Lastname-Firstname		Scan front & back of card.
	Foreign Passport Stamped Eligible to Work	Foreign Passport	F Passport-Lastname-Firstname		Scan page with picture & page indicating work eligible and SSN card.
Selective Service Registration	Selective Service Website	Sel Service	SSS Gov-Lastname-Firstname		www.sss.gov to verify registration.
	Selective Service Acknowledgement Letter	Sel Service	Sel-Service-Lastname-Firstname	PII not used for verification.	
	Selective Service Reg Card	Sel Service	SS-Card-Lastname-Firstname	PII not used for verification.	
Disability	Medical Records	Medical Records	Med Rec-Lastname-Firstname	PII not used for verification.	
	School Records (IEP)	School Records	Sch Rec-Last Name-First Name	PII not used for verification.	
Eligible Veteran Status	DD-214	DD-214	DD214-Lastname-Firstname	PII not used for verification.	
	Military Document	Vet Status	Milt-Lastname-Firstname	PII not used for verification.	

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	VA recorded/Printout	Vet Status	VA-Lastname-Firstname	PII not used for verification.	
Employment Status	Written Self Attestation	Employ Status	SA Employment		
	UI Records	UI Rec	UI-Lastname-Firstname		
UC Eligibility Status	UI Records - see document above.				
Highest Education Level Completed	Other Applicable Documentation	Highest Grade	HG-Lastname-Firstname		Type the name of the verification document in the box.
School Status	Written Self Attestation	Sch Status	SA Sch-Lastname-Firstname		
	Rivers East Drop Out Form	Sch Status	SA Drop Out		
	School Records	Sch Records	Sch Rec-Lastname-Firstname		
TANF Recipient	Public Assistance Records/Printout	TANF	PA Records-Lastname-Firstname		
	Statement from Social Services	TANF	DSS Doc-Lastname-Firstname		
Supplemental Security Income (SSI)	Social Security Benefits Records	SSI	SSI-Lastname-Firstname	PII not used for verification.	
	Public Assistance Records/Printout	SSI	PA-Lastname-Firstname	PII not used for verification.	
	Statement from Social Services	SSI	DSS Doc-Lastname-Firstname	PII not used for verification.	
SNAP Recipient	Current Authorization to Obtain Food Stamps	SNAP	SNAP-Lastname-Firstname		Award Letter
	Letter from Food Stamp Agency	SNAP	DSS Doc-Lastname-Firstname		DSS Letter/RE DSS Verification Form
	Public Assistance Records/Printout	SNAP	PA Records-Lastname-Firstname		
Social Security Disability Insurance (SSDI) Income	Public Assistance Records/Printout	SSDI	PA-Lastname-Firstname	PII not used for verification.	
	Statement from Social Services	SSDI	DSS Doc-Lastname-Firstname		
	Social Security Benefits Records	SSDI	SSDI-Lastname-Firstname	PII not used for verification.	
Youth Currently Living In High Poverty Area	Poverty Site Printout	High Pov Area	Map-Lastname-Firstname		The applicant's address must be in the color shaded area. Must be uploaded in color.
Foster Child	Court Doc of Foster Status	Foster Child	FC-Lastname-Firstname		
	Written Statement From State/Local Agency	Foster Child	FC-Lastname-Firstname		

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	Social Services Doc	Foster Child	FC-Lastname-Firstname		
	Foster Care Payments Doc	Foster Child	FC-Lastname-Firstname		
Free or Reduced Lunch	School Documentation	FR Lunch	FR-Lastname-Firstname		
	Written Self Attestation	FR Lunch	SA FR-Lastname-Firstname		
English Language Learner	Test Scores	EL	EL-Lastname-Firstname		
	Staff Observation	EL	SA EL-Lastname-Firstname		
High School Dropout	Rivers East Drop Out Form	Sch Status	SA Drop Out		
Basic Skills Deficient/Low Levels of Literacy	School Records	BS Deficient	BSD-Lastname-Firstname		
	Standardized Assessment Test	TABE	TABE-Lastname-Firstname		
Homeless	Shelter Statement/Letter	Homeless	Homeless-Lastname-Firstname		
	Social Service, Mental Health, Health Dept or Substance Abuse Agency Individual Providing Residence Statement	Homeless	Homeless-Lastname-Firstname		
	Written Self Attestation	Homeless	Homeless-Lastname-Firstname		
	Law Enforcement Verification	Homeless	Homeless-Lastname-Firstname		
Runaway	Shelter Statement/Letter	Runaway	Runaway-Lastname-Firstname		
	Social Service, Mental Health, Health Dept or Substance Abuse Agency Individual Providing Residence Statement	Runaway	Runaway-Lastname-Firstname		
	Written Self Attestation	Runaway	Runaway-Lastname-Firstname		
	Law Enforcement Verification	Runaway	Runaway-Lastname-Firstname		
Foster Care Status	DSS Doc	Foster Care	FC-Lastname-Firstname		
	Court Doc of Foster Status	Foster Care	FC-Lastname-Firstname		
	Court/Guardianship Doc	Foster Care	FC-Lastname-Firstname		
Out-Of-Home-Placement	State/Social Services Doc	Out of Home	OO Home-Lastname-Firstname		
	Written Self Attestation	Out of Home	SA Home-Lastname-Firstname		
Social Security Act Section 477 Eligible	State/Local Social Services Agency	SSA 477	SS Act-Lastname-Firstname		
	Written Self Attestation	SSA 477	SA SSA-Lastname-Firstname		
Ex-Offender	NC Dept of Public Safety Printout	Offender	Offender-Lastname-Firstname		
	Juvenile/Criminal Justice Doc.	Offender	Offender-Lastname-Firstname		
	Prison Records	Offender	Offender-Lastname-Firstname		
	Court/Probation Documents	Offender	Offender-Lastname-Firstname		
	Parole Letter	Offender	Offender-Lastname-Firstname		

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Verification Item	Document	Document Tag	Document Name	Redaction	Special Instructions
Pregnant/Parenting Youth	Police Records	Offender	Offender-Lastname-Firstname		
	Written Self Attestation	Offender	SA Offender-Lastname-Firstname		
	Child's Birth Certificate	PY	Child BC-Lastname-Firstname		
	Child's Hospital Record	PY	PY-Lastname-Firstname		
	Social Services/Health Dept. Doc.	PY	PY-Lastname-Firstname		
	IRS Tax Return Transcript	PY	PY-Lastname-Firstname	First 5 digits of SSN number must be redacted on all documents	
	Physician's Statement	PY	PY-Lastname-Firstname		
Pregnant/Parenting Program Statement	PY	SA PY-Lastname-Firstname			
Youth Requires Additional Assistance	Rivers East Form w/supporting documentation	Requires Additional Assistance	RAA-Lastname-Firstname		Scan these forms together
Displaced Homemaker	Spouse's Death Certificate	DH	Homemaker-Lastname-Firstname		
	Spouse's Layoff Notice	DH	Homemaker-Lastname-Firstname		
	Bank Records	DH	Homemaker-Lastname-Firstname	PII not used for verification.	
	Court Records	DH	Homemaker-Lastname-Firstname		
	Divorce/Legal Separation Decree	DH	Homemaker-Lastname-Firstname		
	Public Assistance Records	DH	Homemaker-Lastname-Firstname		
	Written Self Attestation	DH	SA DHMaker-Lastname-Firstname		
Within 2 years of Exhausting TANF Lifetime	DSS Documentation	EX TANF	EX TANF-Lastname-Firstname		
Family Size	Public Assistance/ Social Service Rec	Family Size	DSS Rec-Lastname-Firstname		
	Participant Screen Form	Family Size	SA FS-Lastname-Firstname		
	Guardian Decree of Court	Family Size	FS-Lastname-Firstname		
	Disability	Family Size	FS-Lastname-Firstname		
	Divorce/Legal Separation Decree	Family Size	FS-Lastname-Firstname		
	Landlord Statement	Family Size	FS-Lastname-Firstname		
	Lease	Family Size	FS-Lastname-Firstname		
	Marriage Certificate	Family Size	FS-Lastname-Firstname		
IRS Tax Return Transcript	Family Size	FS-Lastname-Firstname	First 5 digits of SSN number must be redacted on all documents		
Annual Family Income	Pay Stubs	Pay Stubs	Income-Lastname-Firstname		Scan with income calculation guide

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Verification Item	Document	Document Tag	Document Name	Redaction	Special Instructions
	Alimony Agreement	Alimony	Income-Lastname-Firstname		
	Applicant Statement	Income	SA Income-Lastname-Firstname		Use if no income, cash gifts, odd jobs or self employment income
	Bank Statements (Direct Deposit)	Income	Income-Lastname-Firstname		
	Employment Statement	Income	Income-Lastname-Firstname		
	Financial Records	Income	Income-Lastname-Firstname		
	Housing Authority	Income	Income-Lastname-Firstname		
	UI Records	UI	Income-Lastname-Firstname		
WIOA Application	WIOA Application	WIOA App	App-Lastname-Firstname		Printed and signed WIOA application

Rivers East NCWorks Document Scan Guide

DW Categories

Verification Item	Document	Document Tag	Document Name	Redaction
Category 1: Terminated or laid off; eligible/exhausted UC and unlikely to return to previous industry or occupation	Separation Notice	Layoff	Layoff-Lastname-Firstname	All PII
	Separation Notice	Terminated	Terminated-Lastname-Firstname	All PII
	UC Records	UC Rec	UC-Lastname-Firstname	All PII
	Military Paperwork detailing transfer	Military Transfer	Military-LastName-FirstName	All PII
	Unlikely Return	Unlikely Return	UnlikelyReturn-Lastname-Firstname	All PII
Category 2: Terminated or laid off; has been employed for sufficient duration (based on state policy) to demonstrate workforce attachment, but is not eligible for UC due to insufficient earnings or the employer is not covered under the state UC law and is unlikely to return to previous industry or occupation	Separation Notice	See above		
	Military Paperwork detailing transfer	See above		
	Insufficient Earnings	UC Rec	UC-Lastname-Firstname	All PII
	Workforce Attachment	Employment Rec	WFAttach-Lastname-Firstname	All PII
	Employer UC Status	Employer UC	UC-Lastname-Firstname	All PII
	Unlikely Return	See above		
Category 3: Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the Permanent closure of or substantial layoff at a plant, facility or enterprise.	WARN Notice	WARN	WARN-Lastname-Firstname	All PII
Category 4: Individual is employed at a facility at which the employer has made a general announcement that the facility will close.	General Announcement	Announcement	Announcement-Lastname-Firstname	All PII
Category 5: Individual was previously self-employed (including farmers, ranchers, and fishermen), but is unemployed due to general economic conditions in the community of residence or because of natural disaster.	Receipt of Notice of foreclosure or intent to foreclose	Foreclosure	Foreclosure-Lastname-Firstname	All PII
	Proof of failure of the farm, business or ranch to return a profit during preceding 12 months.	DW Category 5	Category 5-Lastname-Firstname	All PII

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DW Categories

Verification Item	Document	Document Tag	Document Name	Redaction
	Proof of Entry of individual into bankruptcy proceedings	Bankruptcy	Bankruptcy-Lastname-Firstname	All PII
	Proof of Inability to obtain capital necessary to continue operations.	Capital Loss	Capital Loss-Lastname-Firstname	All PII
	A debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm, ranch or business.	Business Loss	Business Loss-Lastname-Firstname	All PII
	Other events indicative of the likely insolvency of the farm, ranch or business.	Business Loss	Business Loss-Lastname-Firstname	All PII
Category 6: Displaced Homemaker (An individual who has been providing <i>unpaid services to family members</i> in the home <i>and</i> has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty <i>and</i> whose family income is significantly reduced because of deployment, or a call of order to active duty, or a permanent change of station, or the service connected death or disability of the member; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	Spouse's Death Certificate	DH Doc	DH-Lastname-Firstname	All PII
	Souse's Layoff Notice	DH Doc	DH-Lastname-Firstname	All PII
	Bank Records	Bank Records	DH-Lastname-Firstname	All PII
	Court Records	Court Records	DH-Lastname-Firstname	All PII
	Divorce Decree/Legal Separation	Divorce/Separation	DH-Lastname-Firstname	All PII
Category 7: The spouse of a memver of the Armed Forces on active duty, <u>AND</u> who has eperienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member	Relocation Doc.	Relocation	Relocation-LastName-Firstname	All PII
	Self Attestation	DW Self_Att	SA DW-Lastname-Firstname	All PII
	DD-214	DD-214	DD-214-Lastname-Firstname	All PII

DW Categories

Verification Item	Document	Document Tag	Document Name	Redaction
Category 8: The spouse of a member of the Armed Forces on active duty and who is <i>unemployed</i> or <i>underemployed</i> AND is experiencing difficulty in obtaining or upgrading employment.	Case file documents active duty Armed Forces spouse is unemployed/underemployed and having difficulty employment.			
Category 12: Dislocated Worker Grand (DWG): Individual does not meet criteria outlined for Dislocated Workers in categories 1-8, but is an individual that meets <i>DWG</i> eligibility outlined under the WIOA Title ID National Programs (Sec 170 National Dislocated Worker Grants, relating to Sec 170 (b)(1)(A) workers affected by major economic dislocations OR Sect 170 (b)(1)(B) workers affected by an emergency or major disaster	NDWG Documentation showing proof of eligibility	DWG	DWG-Lastname-Firstname	All PII
Category 13: State-Defined Dislocated Worker Eligibility	Additional NC DW eligibility for being unemployed >= 13 consecutive weeks	Long Term Unemployed	LTU-Lastname-Firstname	

Intake Forms				6/1/2024	
Document Name	Document	Document Tag	Document Name	Redaction	Special Instructions
Personally Identifiable Information (PII)	PII/Info Release/Training Job Search	LA PII-Info-Training	LA Forms		Scan these forms together
Information Release Authorization					
Training/Job Search Agreement					
DSS Verification Form	DSS Verification	SA-DSS	SA-DSS-Lastname-Firstname		
NCcareers Interest Finder Results	NCcareers	NCcareers	NCcareers-Firstname-Lastname		
Income Verification Form	Income	Income	Income-Lastname-Firstname	All PII	
Income Calculation Guide	Income Guide	Income Guide	Income-Lastname-Firstname	All PII	Scan with paystubs/wage statements/other calculations
Pseudo SSN Notification	Pseudo SSN Notification	Psuedo SSN	PsuedoSSN-Lastname-Firstname		
Self-Attestation Form	(Purpose)	SA-(Purpose)	(Purpose)-Lastname-Firstname		Purpose- list items verified
Applicant Statement	(Purpose)	SA-(Purpose)	(Purpose)-Lastname-Firstname		Purpose- list items verified
Enrollment Forms					
EEO	EEO	EEO	EEO-Lastname-Firstname		
Nepotism/Hatch Act	Nepotism/Hatch Act	LA Forms	LA Forms		Scan these forms together
Publication Authorization	Publication Authorization				
Training Provider Research	Training provider	Training Provider	TP-Lastname-Firstname		
Career Research	Career Research	Career Research	CR-Firstname-Lastname		
Individual Employment Plan (IEP)	Individual Employment Plan (IEP)	IEP	IEP-Lastname-Firstname		
IEP Update	IEP Update	IEP Update #__	IEP-Update_Lastname-Firstname		Only if there's a change to the IEP. List update number.
Standardized Assessment Test	TABE	TABE	TABE-Lastname-Firstname		
Youth Program Only					
Incentive Contract	Incentive Contract	Incentive Contract	IncentiveContract_Lastname-Firstname		
Participation Agreement	Participation Agreement	Participation Agreement	Participation Agreement		

Supportive Services					6/1/2024
Item	Document	Document Tag	Document Name	Redaction	Special Instructions
Individual Training Authorization	ITA	ITA	Semester-ITA_year-Lastname-Firstname		
Financial Award Analysis	FAA	FAA	Semester-FAA_year-Lastname-Firstname		
Purchase Authorization	Purchase Authorization	Purchase	Purchase-date-lastname-firstname		Receipt, invoice, and /or supporting documentation should be uploaded with purchase authorization
Attendance & Travel Form	Attendance & Travel Form	Attendance or Travel-start date to end date	Attendance or Travel-Beginning Date to End Date-Lastname-Firstname		If only documenting attendance, name attendance. If reimbursing for travel, name travel.
Google Maps	Google Maps	Google Maps	Map Mileage-lastname-firstname		
GPA-Semester Grade	Transcript	Transcript	Transcript-Lastname-Firstname	All PII	
GPA-Semester Grade	Grades	Grades	Grades-Lastname-Firstname	All PII	
DSS Child Care Form					
Child Care Monthly Attendance		Child Attendance	CC ATT-Lastname-firstname		
Credential					* Programs Credential tab - Used to record credential received after completion of training. Those received prior to enrollment is for intake verification.
Credential	School Records	Credential	Transcript-Lastname-Firstname	All PII	Date credential received MUST match date on verifying documents and activity end date
Credential	Copy of Degree	Credential	HS Diploma- FirstName-LastName		
Credential	Copy of Degree	Credential	HS Equivalency- FirstName-LastName		
Credential	Copy of Degree	Credential	AA/AS-FirstName-LastName		
Credential	Copy of Degree	Credential	BA/BS-FirstName-LastName		
Credential					* Programs Credential tab - Used to record credential received after completion of training. Those received prior to enrollment is for intake verification.
Credential	Copy of License	Credential	Occ Skill Lic-FirstName-LastName	All PII	Date credential received MUST match date on verifying documents and activity end date
Credential	Copy of Certificate	Credential	OccSkillCert-FirstName-LastName		
Credential	Copy of Degree	Credential	OccSkillCred-FirstName-LastName		
Credential	Copy of Degree	Credential	Other Diploma- FirstName-LastName		
Credential	Copy of Degree	Credential	Graduate-FirstName-LastName		
Youth Program Only					
Incentive Payment	Incentive	Incentive	Incentive-FirstName-LastName		Must include ALL supporting documentation

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WEX				6/1/2024
Verification Item	Document Tag	Document Name	Redaction	Special Instructions
Worksite Agreement	WEX Agreement	WEX-Agree-Lastname-Firstname		
Emp. Prevailing Wage	Prevailing Wage	WEX PW-Lastname-Firstname		
Wage Analysis	Wage Analysis	WEX WA-Lastname-Firstname		
WEX Plan	WEX Plan	WEX Plan-Lastname-Firstname		
Job Description	Job Description	JD-Lastname-Firstname		
Prevailing Wage	Prevailing Wage	Pwage-Lastname-Firstname		
Timesheet	WEX Timesheet	Timesheet Beginning Date to End Date-Lastname-Firstname		
Resume	Resume	Resume-Lastname-Firstname		
Work History	Work History	WH-Lastname-Firstname		
Mid-Point Evaluation	Mid-Point Evaluation	Midpoint EV-Lastname-Firstname		
Final Evaluation	Final Evaluation	Final EV-Lastname-Firstname		
Emergency Contact	Emergency Contact	Emergency Contact-Lastname-Firstname		
Monitoring Checklist	Monitoring Checklist	WEX Monitor-Lastname-Firstname		
Tax Forms	WEX Tax Forms	WEX-TaxForms		
I-9 Employment Eligibility Verification	I-9	I-9-Lastname-Firstname		
WEX Pay Stubs	Pay Stubs	WEXPayStub-Date-Lastname-Firstname		
Youth Program Only				
Permission to Transport Participant	Participant Transport	WEXTransport-Lastname-Firstname		Only if under 18
WEX Folder Checklist	WEX Folder Checklist	WEX Checklist-Lastname-Firstname		
OJT				
Pre-Award Analysis	Pre-Award Analysis	PAA--Lastname-Firstname		
Skill Gap Analysis	Skill Gap Analysis	SGA--Lastname-Firstname		
Employer Agreement	Employer Agreement	EA-Lastname-Firstname		
Training Plan	Training Plan	TP-Lastname-Firstname		
Timesheet	OJT Timesheet	Timesheet Beginning Date to End Date-Lastname-Firstname		
Monitoring Tool	Monitoring Tool	MT-Lastname-Firstname		
30 Day Evaluation	30 Day Evaluation	30 day Ev-Lastname-Firstname		
Mid-Point Evaluation	Mid-Point Evaluation	MP EV-Lastname-Firstname		
Final Evaluation	Final Evaluation	Final EV-Lastname-Firstname		
Invoice	OJT Invoice	OJT Invoice-Lastname-Firstname		Supporting documentation MUST be scanned with invoice
Monitoring Checklist	Monitoring Checklist	OJT Monitor-Lastname-Firstname		
Job Description	Job Description	JD-Lastname-Firstname		
Resume	Resume	Resume-Lastname-Firstname		

Rivers East NCWorks Document Scan Guide

Exit				6/1/2024
Document	Document Tag	Document Name	Redaction	Special Instructions
School Records	Credential	Transcript-Lastname-Firstname	All PII	Date credential received <i>MUST</i> match date on verifying documents and activity end date
Copy of Degree	Credential	HS-Diploma-Firstname-Lastname		
Copy of Degree	Credential	HS Equivalency-Firstname-Lastname		
Copy of Degree	Credential	AA/AS-Firstname-Lastname		
Copy of Degree	Credential	BA/BS-Firstname-Lastname		
Copy of License	Credential	OCC Skill Lic-Firstname-Lastname		
Copy of Certificate	Credential	OCC Skill Cert-Firstname-Lastname		Date credential received <i>MUST</i> match date on verifying documents and activity end date
Copy of Degree	Credential	OCC Skill Cred-Firstname-Lastname		
Employer Verification at Exit	Employer Verification	Employer-Verif-Firstname-Lastname		
Employment Verification at Exit	Employment Verification	Employment-Verif-Firstname-Lastname	Bank account info, address, etc.	<i>Scan these documents together</i>
Pay stubs				
Closure Request	Closure Request	Closure-Firstname-Lastname		