

**ALLOWABLE ELIGIBILITY AND DATA VERIFICATION SOURCES**  
**WIOA Youth Programs**

Eligibility Criteria	References	Acceptable Documentation
<b>Basic Skills Deficiency/Low Level of Literacy</b> <i>(academic or language literacy)</i>	<ul style="list-style-type: none"> <li>• WIOA Section 3(5)</li> <li>• TEGL 22-15</li> <li>• PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>• National Reporting System (NRS) Approved Standardized Assessment Test Score</li> <li>• School Records</li> </ul>
<b>Birth Date/Age</b>	<ul style="list-style-type: none"> <li>• TEGL 22-15</li> <li>• PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• Cross-Match with Department of Vital Statistics</li> <li>• DD-214, Report of Transfer or Discharge Paper</li> <li>• Driver's License</li> <li>• Federal, State or Local Government Identification Card</li> <li>• Hospital Record of Birth</li> <li>• Letter from Montgomery County Department of Health and Human Services Verifying of Age/Birth Date</li> <li>• School Records/Identification Card</li> <li>• Tribal Records</li> <li>• U.S. Passport or U.S. Passport Card (unexpired)</li> <li>• Work Permit</li> </ul>
<b>Citizenship/Alien Status</b>	<ul style="list-style-type: none"> <li>• WIOA Section 188(a)(5)</li> <li>• PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>• Alien Registration Card indicating Right to Work (DHS/USCIS Forms: I-94, I-94A, I-551, I-766, I-179, or I-197)</li> <li>• Baptismal Certificate (if place of birth is shown)</li> <li>• Birth Certificate</li> <li>• Consular Report of Birth Abroad</li> <li>• DD-214, Report of Transfer or Discharge (if place of birth is shown)</li> <li>• Supplemental Nutrition Assistance Program (SNAP, formerly known as Food Stamp) Records</li> <li>• Foreign Passport Stamped Eligible to Work (unexpired)</li> <li>• Hospital Record of Birth (if place of birth is shown)</li> <li>• Native American Tribal Documentation</li> <li>• Naturalization Certification</li> <li>• Public Assistance Records</li> <li>• U.S. Passport or U.S. Passport Card (unexpired)</li> <li>• Voter Registration Verification</li> </ul>

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<b>Disability</b>	<ul style="list-style-type: none"> <li>PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>Developmental Disabilities Administration (DDA) certificate for long term supports</li> <li>Letter from Maryland Department of Health and Mental Hygiene (DHMH) Behavioral Health Administration (BHA), Administrative Services Organization, or another Core Service Agency attesting that the individual receives specialty services within the Public Health System</li> <li>Physician, Psychiatrist or Psychologist or other Licensed Clinical Professional Diagnosis or Statement</li> <li>Public Assistance to Adults (PAA) Approval Letter</li> <li>School Records (Individualized Education Plan, 504 Plan, exit documents, exit documents or other documentation stating disability)</li> <li>Self-Attestation Applicant Statement</li> <li>Social Security Administration Disability Records</li> <li>Temporary Disability Assistance Program Approval Letter</li> <li>Veterans Administration Letter/Records</li> <li>Letter from a Vocational Rehabilitation Agency, such as MD Division of Rehabilitative Services (DORS) verifying a disability</li> <li>Worker's Compensation Records/Statement</li> </ul>
<b>Eligible for Free or Reduced Lunch</b> (under the Richard B. Russell National School Lunch Act)	<ul style="list-style-type: none"> <li>WIOA Section 3(36)(A)(iv)</li> </ul>	<ul style="list-style-type: none"> <li>Notification Letter from the School</li> <li>Notification of Eligibility</li> <li>Statement from the School</li> </ul> <p><i>sources must reflect most recent school year</i></p>
<b>Justice-Involved Youth/Ex-Offender</b>	<ul style="list-style-type: none"> <li>WIOA Section 3(38)</li> <li>TEGL 22-15</li> <li>PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>Documentation from Juvenile or Adult Criminal Justice System</li> <li>Case Noted Call with Court of Probation Representatives</li> <li>WIOA Intake or Registration Form (if signed)</li> <li>Self-Attestation Applicant Statement</li> </ul>

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<b>Family Size</b>	<ul style="list-style-type: none"> <li>PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>Birth Certificates</li> <li>Court/Divorce Decree</li> <li>Landlord Statement or Lease</li> <li>Marriage Certificate</li> <li>Medical Card</li> <li>Most Recent Tax Return Supported by IRS Documents (e.g. Form Letter 1722)</li> <li>Public Assistance/Social Service Agency Records</li> <li>Public Housing Authority Documentation (showing residency or on the waiting list)</li> <li>Self-Attestation Applicant Statement</li> <li>Written Statement from a Publicly Supported 24-Hour Care Facility or Institution</li> </ul>
<b>Foster Care Youth</b> <i>(current or aged out)</i>	<ul style="list-style-type: none"> <li>PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>Court Documentation Stating Youth Has Been Placed Into Care of the State</li> <li>Written Confirmation from Social Service Agency</li> </ul>
<b>Homeless or Runaway Youth</b>	<ul style="list-style-type: none"> <li>WIOA Section 3(24)(G)</li> <li>TEGL 22-15</li> <li>PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>Self-Attestation Applicant Statement</li> <li>Statement from Shelter or Social Service Agency</li> <li>WIOA Intake or Registration Form (if signed)</li> <li>Written Statement from an Individual Providing Temporary Residence</li> </ul>
<b>Low-Income</b>	<ul style="list-style-type: none"> <li>WIOA Section 3(36)</li> <li>TEGL 22-15</li> </ul>	<ul style="list-style-type: none"> <li>Alimony Agreement</li> <li>Award Letter from Veterans Administration</li> <li>Bank Statements</li> <li>Compensation Awards Letter</li> <li>Court Award Letter</li> <li>Documented Family Size in Relation to Low Income Status</li> <li>Employer Statement/Contact</li> <li>Family or Business Financial Records</li> <li>Food Supplement Eligibility Determination Notice</li> <li>Housing Authority Verification</li> <li>Pay Stubs</li> <li>Pension Statement</li> <li>Public Assistance Eligibility Determination Notice</li> <li>Quarterly Estimated Tax for Self-Employed Persons</li> <li>Self-Attestation Applicant Statement</li> <li>Supplemental Security Income Benefits</li> <li>Unemployment Insurance (UI) Documents</li> </ul>

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<b>Pregnant or Parenting</b>	<ul style="list-style-type: none"> <li>• TEGL 22-15</li> <li>• PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>• Baptismal Record of Child</li> <li>• Copy of Child’s Birth Certificate</li> <li>• Doctor’s Note Confirming Pregnancy</li> <li>• Observation of Pregnancy Status in Case Notes</li> <li>• Self-Attestation Applicant Statement</li> </ul>
<b>Requires Additional Assistance</b>	<ul style="list-style-type: none"> <li>• TEGL 22-15</li> </ul>	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Individual Service Strategy</li> <li>• Self-Attestation Applicant Statement</li> <li>• WIOA Intake or Registration Form</li> </ul>
<b>School Status</b> <i>(drop-out/in-school)</i>	<ul style="list-style-type: none"> <li>• TEGL 22-15</li> <li>• PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance Records</li> <li>• Diploma or GED Certificate</li> <li>• School Documentation</li> <li>• Self-Attestation Applicant Statement</li> <li>• Transcripts</li> <li>• WIOA Intake or Registration Form</li> <li>• Withdrawal Form from Secondary School</li> </ul>
<b>Selective Service Registration</b> <i>Required for male applicants over 18</i>	<ul style="list-style-type: none"> <li>• WIOA Section 189(h)</li> <li>• TEGL 11-11, Change 2</li> <li>• PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>• DD-214, Report of Separation</li> <li>• Screen Print-Out of the Selective Service Verification Site: <a href="http://www.sss.gov/RegVer/wfVerification.aspx">http://www.sss.gov/RegVer/wfVerification.aspx</a></li> <li>• Selective Service Acknowledgement Letter</li> <li>• Selective Service Registration Card</li> <li>• Selective Service Verification Form (Form 3A)</li> <li>• Stamped Post Office Receipt of Registration</li> </ul>
<b>Social Security Number (SSN)</b> <i>(Per TEGL 5-08, WIOA staff should request a SSN from all applicants, but services cannot be denied to anyone refusing to provide their SSN when status can be documented via other means)</i>	<ul style="list-style-type: none"> <li>• TEGL 05-08</li> <li>• PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>• Cross-match with UI Records</li> <li>• DD-214, Report of Transfer or Discharge (if SSN is listed)</li> <li>• Employment Records (if full SSN is listed)</li> <li>• Federal or State ID (if full SSN is listed)</li> <li>• IRS Form Letter 1722</li> <li>• Military Identification</li> <li>• Passport</li> <li>• Pay Stub (if full SSN is listed)</li> <li>• Social Security Card</li> <li>• W-2 Form</li> </ul>
<b>Veteran Status</b>	<ul style="list-style-type: none"> <li>• TEGL 22-15</li> <li>• PI 2016-10</li> </ul>	<ul style="list-style-type: none"> <li>• Cross-Match with Veterans Data</li> <li>• DD-214 Copy 4, “Veteran’s Certificate of Release or Discharge from Active Duty”</li> <li>• Letter from the Veterans’ Administration Certifying Veteran Status</li> </ul>