

DEPARTMENT OF EMPLOYMENT SERVICES
OFFICE OF YOUTH PROGRAMS

Out-of-School Youth
Year-Round Workforce Development Program

LIST OF REQUIRED ENROLLMENT DOCUMENTS

To verify program eligibility, the Office of Youth Programs will require one of the approved documents in each category below prior to enrollment of eligible WIA youth under the Out-of-School Youth Year-Round Workforce Development Program:

| DATE OF BIRTH | | |
|-------------------------------------|------------------------------------|------------------------|
| Birth Certificate | Military ID | Selective Service Card |
| Driver's License or Non-Driver's ID | Passport | TANF Record |
| Hospital Record of Birth | School Record | Veteran's Medical Card |
| Military Discharge DD-214 | State, Federal, or Govt. issued ID | |

| PROOF OF CITIZENSHIP OR LEGAL STATUS | |
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| Alien Registration Card or Green Card | Naturalization Certificate |
| Birth Certificate | Foreign Passport (stamped "Eligible to Work") |
| Birth Abroad Certificate | U.S. Passport |
| Military Discharge DD-214 (if birthplace is listed) | |

| SOCIAL SECURITY NUMBER | |
|---|----------------------|
| Driver's License or Non-Driver's ID | Social Security Card |
| Department of Humans Services Letter | TANF Record |
| Military Discharge DD-214 or Veteran's Medical Card | |

| SELECTIVE SERVICE REGISTRATION (For Males 18 and Older) | |
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| Selective Service Registration Card | Selective Service Verification Form or Printout |

| PROOF OF RESIDENCY (Document must include the Applicant's Name) | |
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| Department of Human Services Letter listing the names and social security numbers of all household members | Notarized Tax Form 1040 or D-40 listing the names and social security numbers of all household members (most Recent Tax Year) |
| If homeless , a letter from a shelter or the Department of Human Services | School Record |
| Driver's License or Non-Driver's ID | TANF Record |
| Government Agency Letter or Printout | Recent Utility Bills (mobile bills not accepted) |
| Rental lease that contains the names and social security numbers if all family members residing in the household | |

| FAMILY SIZE (Document must list or identify all family members) | |
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| Department of Human Service Letter, listing the names and social security numbers of all family members | Rental Lease, with the names and social security numbers of all family members residing in the household |
| If homeless , a letter from the shelter or the Department of Human Services | Notarized Tax Form 1040 or D-40 (most Recent Tax Year) listing the names and social security numbers of all household members. |

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|--------------------------------------|-------------|
| Government Agency Letter or Printout | TANF Record |
| DCHA Housing Letter | |

FAMILY INCOME & LOW-INCOME INDIVIDUALS

Low-income individual means an individual who (1) receives, or is a member of a family that receives TANF cash assistance; (2) received income, or is a member of a family that received a total family income that does not exceed the poverty line or 70 percent of the lower living standard income level for the 6-month period prior to program application, (3) is a household member for 6-months that received food stamps or is eligible for them, (4) is verifiably homeless, (5) is a foster child, or (6) is disabled and whose verifiable income does not exceed family income restrictions.

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| Alimony Statement | Notarized Tax Form 1040 or D-40 and W2 (most Recent Tax Year) listing the names and social security numbers of all household members. |
| Compensation Award Letters | Pension Statement |
| Copy of Public Assistance Check | Refugee Assistance Records |
| Court Award Letter | Social Security Benefits Statement |
| Earnings Statement or Pay Stubs | TANF Cash Benefit Statement |
| Food Stamps Award Letter | Unemployment Insurance Statement |
| Medical Card Showing Cash Grant Status | Veteran's Administration Award Letter |

REFERENCES:

- Department of Labor, Training and Employment Guidance Letter 22-04, Serving Military Service Members and Military Spouses under the Workforce Investment Act Dislocated Worker Formula Grant, March 22, 2006
- Workforce Investment Act (WIA) of 1998, Public Law 105-220, August 7, 1998, Section 101 (25)
- Workforce Investment Act (WIA), 20 Code of Federal Regulations, Final Rules, August 11, 2000, Sections 663.220, and 664.200.