

Montgomery County Department of Job and Family Services
Eligibility Documentation Checklist

There are three areas that must be documented under Workforce Investment Act (WIA).
The sections and documents needed are listed below:

Section I – General Eligibility Criteria

*Section I criteria must be documented by all WIA applicants

- Social Security Number: Social Security Card
- Current Residency: **Only (1) needed**
 - Utility Bill (in customers name)
 - Postmarked Mail Addressed to Applicant
 - Landlord Statement
- Citizenship/Alien Status: **Only (1) needed**
 - Alien Registration Card indicating Right to Work
 - Public Assistance Records
 - United States Passport
 - Birth Certificate
- Selective Service Registrants: Males ONLY born on or after January 1, 1960
Only (1) needed
 - Selective Services Registration Card
 - Selective Services Verification Form (WIA workers have the form)

Section II – Economic Eligibility Criteria

*Applicants meeting the income guidelines
(200% of poverty guidelines) must document

<http://aspe.hhs.gov/POVERTY/09poverty.shtml>

- Individual/Family Income: **Only (1) needed**
 - Pay stubs- covering the six months prior to application
 - Unemployment Insurance documents and/or print out
 - Public Assistance Record
- Family Size: **Only (1) needed**
 - Public Assistance/Social Services Agency Record
 - Birth Certificate (Each family member)
 - Marriage Certificate
- Homeless
 - Written statement from Social Services Agency

Section II – Dislocated Worker Criteria

- Notice of Termination of Layoff: **Only (1) needed**
- Unemployment Insurance/Award Letter