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WIA ELIGIBILITY CHECKLIST

Please bring the following documents to your eligibility appointment.

- Completed Pre-Registration Form** (Must be accompanied by parent or legal guardian if under 18 yrs. of age.)
- Proof of AGE** – Texas Driver’s License or Photo ID Card
- Proof of CITIZENSHIP** – U.S. Birth Certificate, Passport or Alien Registration Card
- Social Security Card**
- Proof of Registration for SELECTIVE SERVICE** if you are male and were born before or after January 1960. Get this from post office or from website at www.sss.gov.
- Proof of Guardianship** – if you are under the guardianship of someone other than the person(s) listed on birth certificate, please provide authorized guardianship documentation.

If your family is not currently on or has recently received TANF, SSI, or Food Stamps in the last 6 months, please provide the documents listed below:

- Proof of HOUSEHOLD INCOME** – All income must be noted on application of all family members for the last 26 weeks (6 months) and documentation must be provided, this includes but is not limited to, gross salaries and wages, social security benefits, retirement, unemployment benefits, child support, VA benefits, worker’s compensation.
 - Acceptable Documentation – Check stubs, wage history, bank statements, statement from employer, letter/printout from agencies providing benefits, etc.
- Proof of Number in Family** – Signed and dated statements from your landlord listing family members, lease, court decree, or a marriage certificate. You may also use birth certificates for all family members.

NOTE: Failure to provide the necessary documentation will delay the eligibility process. Please contact your local Workforce Solutions center with any questions.