

DOCUMENTATION CHECKLIST

Youth Workforce Innovation and Opportunity Act (WIOA) Program, Area 11

These documents are required for **ALL PARTICIPANTS**:

☐ **Social Security Card**

☐ **Driver's License or Picture ID Card**

(Examples: Learner's Permit, Government ID, DMV/State ID card, school ID)

☐ **Proof of Citizenship / Right to Work**

(Examples: Birth Certificate, Passport, Permanent Residence Card (Green Card), Voter ID or work permit that is valid for one year or more)

☐ **Family Size Verification**

(Examples: Most recent tax return, lease, or public assistance letter with family members listed; and/or birth records of dependents)

☐ **School Records**

(Examples: Most recent diploma, transcripts and/or report card, and Individualized Education Program (IEP) document as applicable)

☐ **Verification of Challenges: Homeless, Foster Care, Runaway, Pregnant/Parenting, Offender, School Drop-Out, Basic Skills Deficient, Disabled, English Language Learner.** Please submit proof of any of these challenges that you have encountered.

These documents are required for **SOME PARTICIPANTS**, when applicable:

☐ **If male, age 18 or older: Selective Service Registration Confirmation**

(Examples: Printout from www.sss.gov, selective service card, or application confirmation letter)

☐ **Veteran Status**

(Examples: DD-214, Report of Transfer or Discharge, Letter from Department of Veteran's Affairs)

☐ **Public Assistance Verification**

(Examples: Notice of Action letter, TANF documents, SNAP notification, EBT card with printed name, etc.)

☐ **Income Verification**

(Examples: Paystubs, bank statements, public assistance documents, or unemployment statements)

☐ **Resume (if available)**

Documents may be provided to the point of contact closest to you.

Fax Number for all staff is **703-653-1377**. Visit <https://vcwnorthern.com/> for location addresses.

Virginia Career Works Center – Alexandria

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