

WIOA Required Source Documentation

Data Element	Acceptable Source Documentation	Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	DWG
Date of Birth	<ul style="list-style-type: none"> • Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, or Local Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records 	X	X	X	X	X
Individual with a Disability	<ul style="list-style-type: none"> • School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) Record • Self-Attestation 	X	X	X	X	X
Eligible Veteran Status	<ul style="list-style-type: none"> • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • Letter from the Veterans' Administration • NGB-22 documenting Title 10 federal active duty service • Self-Attestation – source documentation beyond self-attestation is only required when a decision is made to commit outside resources to one individual over another, not including staff effort. (Per TEGL 10-09, Section 9) 	X	X	X		X

Data Element	Acceptable Source Documentation	Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	DWG
Unemployment Compensation (UC) Eligibility Status	<ul style="list-style-type: none"> • Cross-Match to State UI Database • Cross-Match with State management information system (MIS) Database • Referral Transmittal by RESEA or WPRS • Self-Attestation – only <i>allowable</i> for: <ul style="list-style-type: none"> ○ claimant not referred to services by Worker Profiling and Reemployment Services (WPRS) or did not receive a Reemployment Services and Eligibility Assessment (RESEA) staff service, ○ claimant who has exhausted all UC benefit rights for which they have been determined eligible, including extended supplemental benefit rights 	X	X	X		X
Long-Term Unemployed at Program Entry	<ul style="list-style-type: none"> • Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match to State UI Database • Self-Attestation 	X	X	X		X
School Status at Program Entry	<ul style="list-style-type: none"> • Cross-Match with Postsecondary Education Database • Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution <ul style="list-style-type: none"> ○ GED Certificate ○ Diploma ○ Attendance record ○ Transcripts ○ Drop Out Letter ○ Other School Documentation • Signed Intake Application or Enrollment Form • Electronic Records • Case Notes • Self-Attestation 	X	X	X	X	X
Date of Actual Dislocation	<ul style="list-style-type: none"> • Verification from Employer • Rapid Response List 	X	X	X		X

Data Element	Acceptable Source Documentation	Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	DWG
	<ul style="list-style-type: none"> • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self-Attestation 					
Migrant and Seasonal Farmworker Status	<ul style="list-style-type: none"> • Cross-Match with Public Assistance Records • NFJP Eligibility Documents used to determine low-income status • Employer Contract/Letter • Program Application • Cross-Match with State MIS Database • Cross-Match with H-1B Records • Case Notes • Self-Attestation 	X	X	X		X
Migrant and Seasonal Farmworker Designation (20 CFR 651.10)	<ul style="list-style-type: none"> • Cross-Match with Public Assistance Records • Cross-Match with State MIS Database • Employment Records • Case Notes • Self-Attestation 	X				
Temporary Assistance to Needy Families (TANF)	<ul style="list-style-type: none"> • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records 	X	X	X		X
Exhausting TANF Within 2 Years at Program Entry	<ul style="list-style-type: none"> • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records 	X	X	X		X
Supplemental Security Income (SSI)/ Social Security Disability Insurance (SSDI)	<ul style="list-style-type: none"> • SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database 	X	X	X		

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Supplemental Nutrition Assistance Program (SNAP)	<ul style="list-style-type: none"> • SNAP Eligibility Verification • Documentation of SNAP Benefit Receipt • Referral Transmittal from SNAP • Cross-Match with SNAP Public Assistance Records <ul style="list-style-type: none"> ○ SNAP Public Assistance Records ○ Other Relevant Records 	X	X	X		
Other Public Assistance Recipient - General Assistance (GA) (State/Local Government) - Refugee Cash Assistance (RCA)	<ul style="list-style-type: none"> • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification • Cross-Match <ul style="list-style-type: none"> ○ Refugee Assistance Records ○ Public Assistance Records ○ State MIS Database ○ Other Relevant Records 		X	X		
Pregnant/Parenting	<ul style="list-style-type: none"> • Needs Assessment • Women, Infants, and Children (WIC) Eligibility Verification • TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form • Individual Service Strategy • Case Notes • Self-Attestation 				X	
Youth Who Needs Additional Assistance	<ul style="list-style-type: none"> • Signed Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy • Case Notes • Self-Attestation 				X	
Foster Care Youth Status at Program Entry	<ul style="list-style-type: none"> • Written Confirmation from Social Services Agency • Foster Care Agency Referral Transmittal • Signed Intake Application or Enrollment Form • Needs Assessment 	X	X	X	X	X

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	<ul style="list-style-type: none"> • Individual Service Strategy (ISS) • Case Notes • Self-Attestation 					
Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry	<ul style="list-style-type: none"> • Signed Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Letter from Caseworker or Support Provider • Individual Service Strategy • Case Notes • Self-Attestation 	X	X	X	X	X
Ex-Offender Status at Program Entry	<ul style="list-style-type: none"> • Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal form a Reintegration Agency • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment • Individual Service Strategy • Federal Bonding Program Application • Self-Attestation 	X	X	X	X	X
Low Income Status at Program Entry	<ul style="list-style-type: none"> • Award Letter from Veteran’s Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons 	X	X	X	X	X

Data Element	Acceptable Source Documentation	Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	DWG
	<ul style="list-style-type: none"> • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records 					
English Language Learner at Program Entry	<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution <ul style="list-style-type: none"> ○ Transcripts ○ Other School Documentation • Signed Intake Application or Enrollment Form • Individual Service Strategy • Case Notes • Self-Attestation 	X	X	X	X	X
Basic Skills Deficient/Low Levels of Literacy at Program Entry	<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution <ul style="list-style-type: none"> ○ Transcripts ○ Academic Assessments ○ Other School Documentation • Case Notes 	X	X	X	X	X
Single Parent at Program Entry	<ul style="list-style-type: none"> • Needs Assessment • TANF Single Parent eligibility Verification • Signed Intake Application or Enrollment Form • Individual Service Strategy or Employment Plan • Case Notes • Self-Attestation 	X	X	X	X	X
Displaced Homemaker at Program Entry	<ul style="list-style-type: none"> • Signed Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record 	X	X	X		X

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	<ul style="list-style-type: none"> • Copy of Spouse’s Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs Assessment • Individual Employment Plan (IEP) • Self-Attestation 					
Date of Program Entry	<ul style="list-style-type: none"> • Individual Plan for Employment (IPE) • Electronic Records • Program Intake Documents <ul style="list-style-type: none"> ○ Eligibility Determination Documentation ○ Program Enrollment Forms • Other Relevant Documentation 	X	X	X	X	X
Social Security Number The SSN must NOT be included unless specified under program or funding stream reporting requirements.	<ul style="list-style-type: none"> • Social Security Card • Passport • Military ID • Other Federal or State ID with SSN 					X
Eligibility to Work	<p>Acceptable documentation needed to demonstrate authorization to work in the US can be found at https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.</p> <ul style="list-style-type: none"> • NOTE: Self-attestation is NOT an acceptable means to verify work authorization. • WIOA § 188 prohibits discrimination against individuals on the basis of citizenship status. 	X	X	X	X	X