# REQUIRED DOCUMENTS CHECKLIST

Youth must provide **COPIES of one (1)** item from each of the categories 1-6 listed below. Youth who are determined eligible through residency in a High Poverty Area must also provide verification of an additional barrier (category 6) where feasible. Note that some documents may satisfy more than one category (e.g., Social Security Card 1 & 2).

Reminder: ONLY **COPIES** OF THESE DOCUMENTS WILL BE ACCEPTED. EXPIRED DOCUMENTS **WILL NOT** BE ACCEPTED.

## 1. Proof of Social Security Number
- Social Security Card
- Proof of application for SSN from Social Security Administration
- Print out from County Assistance Office (CAO)
- Form I-9

## 2. Proof of Identity
- Social Security Card
- Driver’s license
- Selective Service card
- Passport
- Military discharge papers
- Voter registration card (last resort)
- Any document showing the person’s signature, photograph, or description

**Note:** A birth certificate is **NOT** acceptable proof of identity.

## 3. Proof of Citizenship/Alien Status
- Birth Certificate
- Naturalization Certificate
- US Passport
- I-179
- Alien Registration Card
- FS-545
- DS-1350
- I-94
- I-551
- Print out from the CAO
- Form I-9

## 4. Proof of PA Residency
*(Dated within the last 6 months)*
- Rent receipt
- Receipts for mortgage or utility payments
- Deed
- Driver's license or PA state ID
- Statement that a motel or hotel room is available once rental payment is made.
- Statement that a room is available at a mission, Salvation Army, homeless shelter, or similar place.
- Report card
- Verification from the school district on school letterhead containing the name, title, and contact information of the school official verifying enrollment.
- Recent Department of Human Service’s benefit letter or print out from CAO.
- Collateral contact (must include the name and contact information).
- Affidavit from someone other than the participant (must include the name and contact information).
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5. Proof of Household Income
   (Dated within the last 30 days)
   - Print out from CAO if youth is age 18 or older and employment is in the system
   - One-month (30 days) of paystubs dated within the last six months for all employed household members (Must include payee name and gross income)
   - Employer letter that captures information equivalent to one month of paystubs (i.e. name, job title, hours/week, rate, frequency, employer contact info)
   - If self-employed, Tax Return including Scheduled C, C-EZ, or E (if receiving rental income)
   - WIOA Statement of Family Size/Family Income Form or Self-Certification Form (verification of last resort)
   - Telephone Verification
   - Department of Labor & Industry Pennsylvania High Poverty Area Verification (will only be considered when a youth’s verified income exceeds 235% of the FPIG and must also provide verification from category 5)

6. Additional Barrier(s)
   (Youth income-eligible through High Poverty Area residency only)
   - School dropout or identified as at risk of dropping out of school
   - Within the age of compulsory attendance, but has not attended for at least the most recent complete school year calendar quarter
   - Basic skills deficient
   - English language learner
   - Has a disability
   - Court-involved or at risk of involvement
   - Child of an incarcerated parent(s)
   - In foster care or aging out of foster care
   - Homeless or runaway
   - Pregnant or parenting
   - Migrant
   - In need of additional assistance to enter or complete an educational program or to secure and hold employment