

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