

## WIOA Eligibility Documentation Checklist

To assist in the eligibility process, below is a list of documents that will be necessary to help determine eligibility for WIOA.

Everyone must provide documentation listed in Box 1 <u>AND</u> Either items in Box #2 <u>OR</u> Box #3	
<b>Box 1</b>	<input type="checkbox"/> Social Security Card <input type="checkbox"/> Driver's License or State I.D. <input type="checkbox"/> Utility Bill with current address <i>{if driver's license does not have current address}</i> <input type="checkbox"/> Birth Certificate Department of Homeland Security documents showing that you are legally able to live & work in the U.S. <input type="checkbox"/> Selective Service Registration <i>{males born on or after January 1, 1960}</i> <input type="checkbox"/> DD-214 <i>{if you're a veteran}</i>
Additional Documentation for Eligibility <i>(in some cases additional documentation may be required)</i>	
Box 2 - WIOA Adult Eligibility	Box 3 - WIOA Dislocated Worker Eligibility
<input type="checkbox"/> Verification of number in family <u>AND</u> <input type="checkbox"/> Prior 6 months income <u>OR</u> <input type="checkbox"/> Temporary Aid to Needy Families (TANF) verification <u>OR</u> <input type="checkbox"/> Supplemental SNAP Benefit (formerly food stamps) verification	<input type="checkbox"/> Dislocation Letter/Notice from Employer <input type="checkbox"/> UI documentation <i>{if laid off or terminated}</i> <input type="checkbox"/> Documentation to support displaced homemaker status <i>(ex. divorce decree, death certificate, etc.)</i> <input type="checkbox"/> Documentation of permanent duty station change <i>(spouse of Armed Forces member on active duty only)</i>
Other Documents/Forms/Assessments to assist with the enrollment process	
<input type="checkbox"/> Work History or Resume <input type="checkbox"/> Financial Aid Information <i>(if in need of Occupational Skills Training)</i> <input type="checkbox"/> TABE – Reading and Math assessment <i>(if you have already taken this assessment within the previous 12 months, please bring the results)</i> <input type="checkbox"/> Interest/Ability profiler <i>(Choices – <a href="http://www.cfnc.org">www.cfnc.org</a> – see instructions below)</i>	

### HOW TO ACCESS Interest and Ability Profiles

Go to: <http://www.cfnc.org>

#### First Time Users:

- Click on "create my cfnc account"
- Select the 3<sup>rd</sup> "go", for college (Post- secondary) school
- Click "Find" if you are currently attending college & select the college you are attending OR check the box to indicate that you are not currently attending college
- Click "next"
- Create account by filling out information (**Suggestion: for account name use your first initial, last name, last two digits of year born, ex. JDoe67 and for password "WIOA2014"**)
- Click create account when you have filled out all information

**\*NOTE\*** *If the customer uses suggested format for username and suggested password, staff can assist should they forget that information and need to get into their cfnc account. This assessment will help with developing the Individual Employment Plan/Individual Service Strategy.*

#### After creating an account or for returning users:

- Select Plan
- For a Career
- Learn about yourself
- Interest Profiler (10-20 minutes)
- Ability Profiler (60-90 minutes)
- If you are able, please print your results