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**WIOA**

**General Eligibility Documentation Form**

*Career Planner Verification*

This form is used to record and verify the appropriate documents were examined for enrollment. This form is not an all-inclusive list. See [Chapter 12 File Documentation](https://dwd.wisconsin.gov/wioa/policy/12/) for additional details and allowable documents.

Check  next to item examined. Only one selection per data element is required. ***For each document examined show the element being verified (Date of Birth, Social Security Number, etc.) and the document's identifying information (document date, reference number, issuing agency, expiration date, etc.).***

**All documents must be UNEXPIRED**

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| Applicant Name | | ASSET PIN |
| **Age:** Date of Birth  *(Not Required for DW Eligibility)*       /     /  *Expiration Date:* */**/* | Verified by:  Birth Certificate\*  Driver’s License *(must include State and License #)*  ID Card  Other (describe) | |
| **Eligible to Work in the United States**  See [Chapter 12 File Documentation](https://dwd.wisconsin.gov/wioa/policy/12/) for additional details and allowable documents.  *Expiration Date:* */**/* | Verified by:  Driver’s License *(must be used in addition to Social Security Card or other List C item)*  Social Security Card *(must be used in addition to a Driver’s License or other List B item)*      -     -  Birth Certificate\* *(must be used in addition to a Driver’s License or other List B item)*  Passport\*  Immigrant/Resident Alien Card\*  Other *(describe)* | |
| **Selective Service Compliance**  *(Must register if male and born after 1/1/1960 and is over 18 years old)*  *Not Required if:*  *Female*  *Entered US after age 26 (need documentation) Born before 1/1/1960*  *Not yet 18 years old* | Verified by:  Selective Service Status Information Letter  Internet ([www.sss.gov](http://www.sss.gov)) *Printout needed for file.*  Telephone (888) 655-1825  Selective Service Card  Other *(describe)* | |

\**Items that cannot be photocopied. See* [*Chapter 12.2.6*](https://dwd.wisconsin.gov/wioa/policy/12/12.2.htm%20%20) *for additional details on photocopying.*

* To be eligible for the WIOA **Adult** program, the applicant must be at least 18 years old, eligible to work in the United States, and compliant with Selective Service.
* To be eligible for the WIOA **Dislocated Worker** program, the applicant must be eligible to work in the United States, compliant with Selective Service, ***PLUS*** must meet criteria on the *WIOA Title 1 Dislocated Worker Program Eligibility Self-Attestation Form*.
* To be eligible for the WIOA **Youth** program, applicant must meet the criteria as specified in DWD policy at <https://dwd.wisconsin.gov/wioa/policy/10/10.3.101.pdf>.

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| Certified by WIOA Career Planner |  | Date of Determination |

The Western Wisconsin Workforce Development Board and its service providers are equal opportunity employers and service providers.

If you have a disability and need to access this information in an alternative format, or need it translated to another language, please contact

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