

WIOA GENERAL ELIGIBILITY & PRIORITY OF SERVICE Check List

The three general eligibility criteria apply to all WIOA programs

It is required to collect veteran status for the priority of service to veterans requirement.

It is required to document low income or basic skills deficient for the priority of service to Adult program

Eligibility Criteria (Verify each eligibility criterion)	Acceptable Documentation (One document per eligibility criterion is required. Only the documentation sources listed below may be used.)
1. Birth Date/Age	<ul style="list-style-type: none"> • Baptismal Record • Birth Certificate • Form DD-214 "Report of Separation" • Driver's license • Federal, State or Local Government issued identification care • Hospital record of birth • Passport • School Records or Identification Care • Work Permit • Cross match with Department of Public Health vital records • Tribal records
2. U.S. Work Authorization Note: For the list of acceptable verification documents included in the Form I-9, go to www.uscis.gov .	<ul style="list-style-type: none"> • Verification document(s) that satisfy List A of the Form I-9 • Verification document(s) that satisfy List B <u>and</u> C of the Form I-9 <p>No document used for work authorization can be expired.</p>
3. Selective Service Registration	<ul style="list-style-type: none"> • Selective Service acknowledgement letter • Form DD-214 "Report of Separation" • Screen printout of the Selective Service verification internet site: https://www.sss.gov/RegVer/wfVerification.aspx • Selective Service registration card • Selective Service verification form (Form 3A) • Stamped post office receipt of registration • Selective Service status information letter • Evidence presented by an individual that his failure to register with the Selective Service was not knowing and willful (e.g., a written explanation accompanied by supporting documentation such as a third party affidavit) EV21 MUST be used.
4. Priority of Service for Veterans or Eligible Spouses	<ul style="list-style-type: none"> • DD 214 • Veterans Administration Letter or Record • EV 19 • EV 23
5. Priority of Service for Adult Program	<ul style="list-style-type: none"> • Low Income or Recipient of Public Assistance (please document using the EV Low Income Checklist) or • Basic Skills Deficient Standardized Test or Observable EV 24 Referral from Adult Education/ESL School Records