

DOCUMENTATION CHECKLIST

Youth Workforce Innovation and Opportunity Act (WIOA) Program, Area 11

Please submit the following documents for enrollment:

Social Security Card

Driver's License or Picture ID Card

(Examples: Learner's Permit, Government ID, DMV/State ID card, school ID, etc).

Proof of Citizenship / Right to Work

Please provide a Birth Certificate, Passport, Permanent Residence Card (Green Card), Voter's ID or work permit that is valid for at least one year or more.

If male, age 18 or older: Selective Service Registration Confirmation

(Examples: Printout from www.sss.gov, selective service card, or application confirmation letter)

Veteran Status (if applicable)

(Examples: DD-214, Report of Transfer or Discharge, Letter from Department of Veteran's Affairs)

Public Assistance Verification (if applicable)

(Examples: Notice of Action letter, TANF documents, food stamp notification, EBT card with printed name, etc).

Income Verification

Please provide proof of the last **6 months** pay for **each** working member of your family that currently lives with you. (Examples: Paystubs, bank statements, public assistance documents, or unemployment statements are acceptable).

Family Size Verification

Please submit proof of how many relatives currently live with you. (Examples: Most recent tax return, lease, or public assistance letter with family members listed; and/or birth records of dependents).

School Records

Please submit your most recent diploma, transcripts and/or report card, and Individualized Education Program (IEP) as applicable.

Challenges: Homeless, Foster Care, Runaway, Pregnant/Parenting, Offender, School Drop-Out, Basic Skills Deficient, Disabled, English Language Learner (*Assessments may be provided to determine eligibility in this area if needed*). Please submit proof of any of these challenges that you have encountered.

Resume (if available)

Documents may be provided to the Case Manager closest to you.

Fax Number for all staff is **703-653-1377**. Visit www.myskillsource.org for location addresses.

Fairfax SkillSource Center – Alexandria

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Fairfax SkillSource Center – Annandale

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Loudoun Workforce Resource Center

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Prince William SkillSource Center

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Prince William SkillSource Center (Serving Manassas)

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