

# Adult Enrollment Checklist

**Must Complete the Wagner Peyser Application in MoJobs, Add a Participation Activity, and Refer to WIOA**

## GENERAL/BASIC

### Social Security Number (Choose one below--Documentation must show SSN)

- |   |  |
|---|--|
| <input type="checkbox"/> Social Security Card           | <input type="checkbox"/> DD -214   |
| <input type="checkbox"/> Employment Records             | <input type="checkbox"/> Social Service Agency Records                     |
| <input type="checkbox"/> Public Assistance Records      | <input type="checkbox"/> Social Security Benefits                          |
| <input type="checkbox"/> W-2 Form                       | <input type="checkbox"/> Proof of UI eligibility/unemployment wage records |
| <input type="checkbox"/> Selective Service Registration |  |

### Date of Birth (Choose one below)

- |   |  |
|---|--|
| <input type="checkbox"/> Driver's License           | <input type="checkbox"/> Federal, State, or Local ID card                  |
| <input type="checkbox"/> Birth Certificate          | <input type="checkbox"/> DD-214  |
| <input type="checkbox"/> Passport                   | <input type="checkbox"/> Public Assistance/Soc. Svcs. Records              |
| <input type="checkbox"/> School records or ID cards | <input type="checkbox"/> Hospital Record of Birth                          |
| <input type="checkbox"/> Work Permit                | <input type="checkbox"/> Proof of UI eligibility/unemployment wage records |

### Citizen/Eligible to Work in US (Choose One Below)

- |  |  |
|--|--|
| <input type="checkbox"/> DD-214/Report of Transfer or Discharge            | <input type="checkbox"/> Alien Registration Card/Work Permit |
| <input type="checkbox"/> Birth Certificate                                 | <input type="checkbox"/> Food stamp records                  |
| <input type="checkbox"/> Foreign Passport (stamped eligible to work)       | <input type="checkbox"/> I-9 Supporting Documentation        |
| <input type="checkbox"/> Hospital Record of Birth                          | <input type="checkbox"/> Naturalization Certification        |
| <input type="checkbox"/> Public Assistance Records                         | <input type="checkbox"/> US Passport                         |
| <input type="checkbox"/> Proof of UI eligibility/unemployment wage records |  |

## EO Complaint and Grievance Notice

### Selective Service Registration (Males born after 1959)

### Eligible Veteran (Choose One below if Applicable)

- |   |  |
|---|--|
| <input type="checkbox"/> DD-214   | <input type="checkbox"/> Letter from Veterans Administration         |
| <input type="checkbox"/> Cross Match w/Veterans Data or Department of Defense Records | <input type="checkbox"/> Cross-Match with Veterans Services Database |

### Employment Status at Participation (Choose one below)

- |  |   |
|--|---|
| <input type="checkbox"/> Pay Stub  | <input type="checkbox"/> Employer letter  |
| <input type="checkbox"/> Signed WIOA Intake form or signed Self-Attestation Form | <input type="checkbox"/> Case notes recording the information collected from participant. |

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Updated 11/30/2021

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## TRAINING/FUNDED

### Low Income

- Homeless (automatic low income indicator)
  - Self-Attestation
  - Case Notes
  - Written statement or referral transmittal from a shelter or social service agency
- SNAP (automatic low income indicator)
  - Cross-match w/public assistance records
  - MO Dept. of Social Services' MO Benefits Center website printout
  - OWD's statewide electronic case management indicator for SNAP (print out & file)
- TANF (automatic low income indicator)
  - Cross-match w/public assistance records
  - MO Dept. of Social Services' MO Benefits Center website printout
  - OWD's statewide electronic case management indicator for TANF (print out & file)
- Supplemental Social Security/SSI (automatic low income indicator)
  - SSI/SSDI Receipt of Benefits Verification
  - Referral Transmittal from SSA
  - SSI/SSDI Eligibility Verification
  - Cross-Match with SSA Database
- Family Size & Income
  - Income:
    - Applicant Statement
    - Award Letter from Veterans Admin
    - Employer statement/contact
    - Social Security Benefits
    - Court Documentation (alimony agreement, court award letter)
  - If Income is \$0, participant must complete an app statement and explain how they are able to support themselves.**
  - Size:
    - Applicant Statement **OR** birth certificates for children
    - Family-of-One (**must** be low income **AND** choose one):
      - Individual with a verified, documented disability
      - A single, widowed, permanently separated, or divorced person, without one or more dependent children living in a single residency with that individual, and who is not a dependent child.
      - A foster child
      - Emancipated or court-adjudicated youth, separated from the family

### Training Appropriateness

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Have the skills and qualifications to participate successfully in training services; and
- Have selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate; and
- Are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds, Trade Adjustment Assistance, and Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or require WIOA assistance, including Federal Pell Grants.