

In-School Youth 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/Social Services 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 Car/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 with 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 | <input type="checkbox"/> Case notes |

In-School Youth

- Attending any school**
- Applicable records from education institution: GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation
 - Signed WIOA Application
 - Self-Attestation Form

14-21 Years Old (*See date of birth above*)

Low Income

- | | |
|--|---|
| <input type="checkbox"/> Homeless (automatic low income indicator) | <input type="checkbox"/> Signed WIOA Intake/Application |
| <input type="checkbox"/> Self-Attestation | <input type="checkbox"/> Letter from caseworker or support provider |
| <input type="checkbox"/> Case Notes | |

<input type="checkbox"/> Written statement or referral transmittal from a shelter or social service agency
<input type="checkbox"/> SNAP (automatic low income indicator) <ul style="list-style-type: none"> <input type="checkbox"/> Cross-match w/public assistance records <input type="checkbox"/> MO Dept. of Social Services' MO Benefits Center website printout <input type="checkbox"/> OWD's statewide electronic case management indicator for SNAP (must print out & file)
<input type="checkbox"/> TANF (automatic low income indicator) <ul style="list-style-type: none"> <input type="checkbox"/> Cross-match w/public assistance records <input type="checkbox"/> MO Dept. of Social Services' MO Benefits Center website printout <input type="checkbox"/> OWD's statewide electronic case management indicator for TANF (must print out & file)
<input type="checkbox"/> Supplemental Social Security/SSI (automatic low income indicator)
<input type="checkbox"/> Receiving Free or Reduced Lunch (automatic low income indicator)
<input type="checkbox"/> Living in a High Poverty Area (automatic low income indicator)
<input type="checkbox"/> Family Size & Income Income: <ul style="list-style-type: none"> <input type="checkbox"/> Applicant Statement <input type="checkbox"/> Award Letter from Veterans Admin <input type="checkbox"/> Court Documentation (alimony agreement, court award letter) <input type="checkbox"/> Employer statement/contact <input type="checkbox"/> Social Security Benefits <input type="checkbox"/> Pay stubs <input type="checkbox"/> Compensation Award Letter <input type="checkbox"/> Housing Authority Verification <input type="checkbox"/> UI Documents <p>If Income is \$0, participant must complete an app statement and explain how they are able to support themselves.</p> Size: <ul style="list-style-type: none"> <input type="checkbox"/> Applicant Statement <input type="checkbox"/> Birth certificates for children <input type="checkbox"/> Family-of-One (must be low income AND choose one): <ul style="list-style-type: none"> <input type="checkbox"/> Individual with a verified, documented disability <input type="checkbox"/> 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. <input type="checkbox"/> A foster child <input type="checkbox"/> Runaway youth <input type="checkbox"/> Emancipated or court-adjudicated youth, separated from the family
<input type="checkbox"/> Barrier (Select All Below That Apply, Must Have at Least 1 Barrier)
<input type="checkbox"/> Basic Skills Deficient <ul style="list-style-type: none"> <input type="checkbox"/> Standardized Assessment Test <input type="checkbox"/> Other Documentation Approved by OWD <input type="checkbox"/> School Records
<input type="checkbox"/> English Language Learner <ul style="list-style-type: none"> <input type="checkbox"/> Standardized Test <input type="checkbox"/> Documentation of English language learner status <input type="checkbox"/> School Records
<input type="checkbox"/> Offender (<i>Select one below</i>) <ul style="list-style-type: none"> <input type="checkbox"/> Documentation from juvenile or adult criminal justice system <input type="checkbox"/> Documentation of phone call with court or probation representative <input type="checkbox"/> Signed WIOA application <input type="checkbox"/> Federal bonding application <input type="checkbox"/> Self-attestation form
<input type="checkbox"/> Homeless or Runaway <ul style="list-style-type: none"> <input type="checkbox"/> Written statement from individual providing shelter or social service agency <input type="checkbox"/> Signed WIOA application <input type="checkbox"/> Self-attestation form
<input type="checkbox"/> Foster Child or Aged out of the Foster System (Choose One Below) <ul style="list-style-type: none"> <input type="checkbox"/> Social service agency confirmation <input type="checkbox"/> Case Notes

<input type="checkbox"/> Self-attestation form <input type="checkbox"/> Signed WIOA intake/application <input type="checkbox"/> Needs assessment	<input type="checkbox"/> Foster care referral transmittal <input type="checkbox"/> Signed ISS
<input type="checkbox"/> Pregnant or Parenting (<i>Males do not qualify until birth of child-- Choose one below</i>)	
<input type="checkbox"/> Signed WIOA intake/application <input type="checkbox"/> WIC eligibility verification	<input type="checkbox"/> Self-attestation form <input type="checkbox"/> Case notes
<input type="checkbox"/> Individual with a Disability (<i>Choose one below</i>)	
<input type="checkbox"/> Self-attestation form <input type="checkbox"/> Assessment test results	<input type="checkbox"/> School 504 records
<input type="checkbox"/> Local Barrier (last resort) must verify both income and one local barrier. <i>Board Approval and Applicant Statement Required</i>	
<input type="checkbox"/> Fired/terminated <input type="checkbox"/> Behavioral Problems at School <input type="checkbox"/> Incarcerated parents	<input type="checkbox"/> At Risk of Drop Out (Letter From School Official) <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Domestic violence

11/30/2021