

MANDATORY DOCUMENTATION FOR ALL PROGRAMS

are in the located within the BOXES.

CITIZENSHIP/ELIGIBLE NON CITIZENSHIP APPLICANTS MUST HAVE HARD COPY DOCUMENTATION OF ONE ITEM LISTED BELOW

All customers must be citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and other individuals authorized by the Attorney General to work in the United States.

- Birth Certificate
- Foreign Passport stamped Eligible to Work
- DD214
- Alien Reg. /Work Permit
- Proof of UI eligibility
- Food Stamp Records (FEC can obtain)
- Hospital Record of Birth
- Naturalization Certification
- Public Assistance Records
- US Passport
- I9 w/supporting documentation (do not actual have to complete the actual I-9)

SOCIAL SECURITY NUMBER ESTABLISHES EMPLOYMENT ELIGIBILITY (Must have hard copy documentation of 1 below)

- Social Security Card
- DD214
- Employment Records
- Proof of UI eligibility
- Social Security Benefits
- Social Service Agency Records
- Public Assistance Records (FEC can obtain)
- W-2 Form
- Selective Service Registration (FEC can obtain)

SELECTIVE SERVICE REGISTRATION

(Must have hard copy documentation of 1 below)

WIOA requires that a determination of Selective Service registration status be made prior to enrollment in WIOA-Funded activities and services. Only those male job seekers in compliance with the registration requirements of the Military Selective Service Act (MSSA, 50 U.S.C. App. 453), as amended, are eligible to participate in WIOA-funded activities and services. This applies to males born after December 31, 1959.

- DD214
- Selective Service Registration Records (Includes Selective Service Verification Form, Form 3A, Selective Service Advisory Opinion Letter, Selective Service Registration Card, or Stamped Post Office Receipt of Registration, Printout from Selective Service Web Page of registration)

AGE or DATE OF BIRTH

(Must have hard copy documentation with of 1 below)

***Must Display Date of Birth on document**

Adult and Youth programs have specific age requirements that must be documented to provide services.

AGE (Cont.)

- Fed. State or Local Gov. ID Card
- Proof of UI eligibility with date of birth on document
- DD214, Report of Transfer or Discharge papers
- Work Permit
- Public Assistance Records/Social Service Agency
- Hospital Record of Birth
- Passport
- School Record/ID Card with date of birth

Priority of Service for all Military Veterans.

DISLOCATED WORKER PROGRAM

In addition to meeting the basic eligibility requirements applicants must provide documentation for one of the four categories to qualify for the dislocated worker program.

PERMANENTLY LAID-OFF INDIVIDUAL

- Identified as RESEA and RJS eligible:
Printout of case note from OWD's statewide electronic case management system. Full Employment Council will obtain.

OR

(Must document 1 item from each category)

Lay off or termination

- Letter of Benefit Proof (available at <https://www.ui.labor.mo.gov/som/>)
- Employer lay-off letter or notice; or,
- Employer phone contact

And

Unemployment Insurance Status

- Unemployment benefits print out or bank deposit record indicating UI deposit;

OR

- Unemployment Verification Letter from DES Online Claim Filling System

And

Unlikely to return to a previous industry or occupation

- Letter of Benefit Proof with zero balance
- Documentation obtained by Full Employment Council Staff
- Closure or permanent layoff in similar industry (10 or more workers, in the region, past 12 months)

DISLOCATED WORKER PROGRAM (Cont.)

PERMANENT CLOSURE OR SUBSTANTIAL LAYOFF

- Copy of letter or notice from the employer which verifies the participant was affected by a plant closure, reduction in workforce, or plant layoff. Letter must include company name and date of layoff.

SELF-EMPLOYED

Previously self-employed and no longer employed must document evidence of self-employment and business failure (Must document 1 item from each category)

Evidence of self-employment

- Business License or business tax return
- Other legal document showing self-employment

And

Evidence of Business Failure

- Applicant Statement
- Bank Loan Denial
- Bankruptcy or Foreclosure papers
- Disaster Declaration
- Insurance records

DISPLACED HOMEMAKER

An individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income. (Must document 1 item from each category) Has been dependent on the income of another family member

- Divorce or Separation decree
- Applicant Statement
- Tax Record
- Social Service Agency or Shelter Referral Military deployment of spouse: Military record of deployment

And Unemployed or Underemployed

- Applicant Statement
- Pay stub
- Public Assistance Record
- UI records

Documentation for Adult

Automatic Low Income:

If the following documentation is provided, then additional income and family sized documentation is NOT required.

Written statement from:

- (1) An individual providing residence,
- (2) A shelter, or
- (3) A social service agency

TANF and/or SNAP

- Public Assistance Records
- Missouri Department of Social Services' Missouri Benefits Center website printout
- OWD's statewide electronic case management indicator for TANF or SNAP (printout) FEC can obtain.

Supplemental Social Security (SSI)

- SSI Receipt of Benefits Verification
- Referral Transmittal from SSA
- SSI Eligibility Verification

OR

Income and Family Size

Documentation for Income

- Pay Stubs
- Award Letter from Veterans Administration
- Compensation Award Letter
- Court Documentation (Alimony Agreement, Court Award Letter)
- Employer Statement/Contact
- Housing Authority Verification
- Social Security Benefits
- Unemployment Insurance Documents

Documentation for Family Size of 2 or more

- Birth Certificates
- Public Assistance Records (if all family members are listed)
- Lease or Landlord Statement (if all family members are listed)
- Marriage Records
- Medical Records
- Housing Authority Verification
- Statement from a Public Care Facility (mental hospital, prison)
- Most Recent Tax Return
- Verification of Non-filing (formerly IRS 1722)

Documentation for Family-of-One

- Most Recent Tax Return or Verification of IRS non-filing
- Medical Records or Disability Documentation
- Vocational Rehabilitation Record
- Lease or Landlord Statement
- Court Records (Decree of Court)
- Public Assistance Records

Youth Only Ages 16-24

Youth Application Checklist

Government Funding Requires FEC to Collect the Following Information

SOCIAL SECURITY NUMBER ESTABLISHES EMPLOYMENT ELIGIBILITY

Must provide only one of the following documents:

- DD-214
- Employment Records
- Social Service Agency Records
- Public Assistance Records
- Social Security Benefits
- Social Security Cards
- W-2 Form
- Proof of UI eligibility
- Selective Service Registration

DATE OF BIRTH

Out of School – Applicants must be age 16-24 at the time of participation to be eligible to participate in out-of-school Youth program.

Must provide only one of the following documents to document age (16-24):

- Driver's License/Non-Driver license (current or expired)
- Federal, State or Local issued Government ID Card
- Birth Certificate
- DD-214, Report of Transfer or Discharge papers
- Public Assistance Records/Social Service Records (including Selective Service Registration)
- Passport
- Work Permit
- School Records/Identification Card
- Hospital Record of Birth
- Proof of UI eligibility/unemployment wage records

CITIZENSHIP/ELIGIBLE NON CITIZENSHIP APPLICANTS

All customers must be citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and other individuals authorized by the Attorney General to work in the United States.

Must provide only one of the following documents:

- Birth Certificate
- Foreign Passport (stamped eligible to work)
- DD-214
- Alien Registration Card/Work Permit
- Food Stamp Records
- Proof of UI eligibility/unemployment wage records
- Public Assistance Record
- Hospital Record of Birth
- Naturalization Certification
- U.S. Passport
- I-9 Supporting Documentation (staff does not have to complete actual I-9 form)

SELECTIVE SERVICE REGISTRATION

All males 18 and over must register with selective service.

Must provide only one of the following documents:

- Staff must verify registration on the Selective Service website and record the registration number in OWD's statewide case management system. (If the registration number is not found, follow the guidance on pages 11-12 of the State Issuance)

VETERAN STATUS

Must provide only one of the following documents:

- DD-214
- Cross-Match with Veterans Data
- Letter from the Veterans Administration
- Cross-Match with Department of Defense Records

ADDRESS

Must provide documentation showing residency from one of the five counties the

Full Employment Council serves: Cass, Clay, Jackson, Platte and Ray Counties.

Must provide only one of the following documents

- State ID/Driver's License (Non Expired)
- *Computer printout from government agency
- *Food Stamp Award Letter / Public Assistance Records (Address must be on the letter)
- Housing Authority Verification
- Lease or Landlord Statement
- *Letter from Social Service Agency or School
- Phone Directory/whitepages.com
- *Postmarked Mail Addressed to Applicant
- *Utility Bill
- Homeless: 1) Applicant Statement or 2) Statement from Shelter

**Must be dated within last 30 days.*

Barriers that DO NOT Require Family Size and Income

OUT OF SCHOOL YOUTH (OSY) BARRIERS TO EMPLOYMENT An individual is eligible to participate if they have one of the following barriers, regardless of income:

1. SCHOOL DROPOUT

WIOA youth program may consider a youth to be a dropout for purposes of WIOA youth eligibility regardless of attendance in AEL, YouthBuild, or Job Corp

Must provide only one of the following documents:

- Applicable records from education institution:
- Attendance records, transcripts, dropout letter, or school documentation
- Signed Intake form or signed WIOA Application
- Self-Attestation Form

OR

2. SUPPOSED TO BE IN SCHOOL BUT DID NOT ATTEND THE LAST CALENDAR QUARTER (COMPULSORY ATTENDANCE)

Consistency with Compulsory Attendance Laws. In providing assistance under this section to an individual who is required to attend school under applicable State compulsory school attendance laws,

the priority in providing such assistance shall be for the individual to attend school regularly.

Must provide only one of the following documents:

- Applicable records from education institution:
- Attendance records, transcripts, drop out letter, or school documentation
- Signed Intake form or signed WIOA Application
- Self-Attestation Form

OR

3. SUBJECT TO THE JUVENILE OR ADULTS JUSTICE SYSTEM

Must provide only one of the following documents:

- Documentation from juvenile or adult criminal justice system
- Written Statement or Referral Document from a Court or Probation Officer
- Self-Attestation Form

OR

4. HOMELESS OR RUNAWAY

Must provide only one of the following documents:

- Written statement from an individual providing residence, shelter or social service agency

- Signed Intake form or signed WIOA Application
- Self-Attestation Form
- A letter from caseworker or support provider
- A Statement from Shelter

OR

5. FOSTER CHILD OR AGED OUT OF FOSTER CARE

Must provide only one of the following documents:

- Written Confirmation from Social Services Agency
- Self-Attestation Form
- Foster Care Agency Referral Transmittal
- Verifications of Payment
- Court Documentation

OR

6. PARENT OR PARENTING

If the applicant is a person who is either under 25 years of age and who is pregnant, or an individual (male and female) who is providing custodial care for one or more dependents under 18.

- Self-Attestation Form
- WIC Eligibility Verification

Barriers that DO Require Family Size and Income

1. LOW INCOME HIGH SCHOOL GRADUATE WHO IS BASIC SKILLS DEFICIENT – OR – LOW INCOME HIGH SCHOOL GRADUATE WHO IS ENGLISH LANGUAGE LEARNER

Must provide only one of the following documents:

- Standard Assessment test
- School records
- Other documentation, approved by OWD, of the applicant's inability to function on the job, in the individual's family, or in society (e.g., WorkKeys Bronze level or lower)
- Documentation of English Language Learner status

OR

2. LOW INCOME INDIVIDUAL WHO REQUIRES ADDITIONAL ASSISTANCE TO ENTER OR COMPLETE AN EDUCATIONAL PROGRAM OR TO SECURE OR HOLD EMPLOYMENT

Must provide only one of the following documents:

- A long-term unemployed for twenty-six (26) weeks with unsuccessful work search
- SkillUP Job Search Log
- RESEA Job Search Log
- Copy of referrals from MoJobs or other online job search engine
- Emails, Postcard or letters indicating customer was not hired after interview
- Missouri unemployment rate is 5 percent

OR

3. LITTLE IF ANY EXPOSURE TO SUCCESSFULLY EMPLOYED ADULTS

- FSD Documentation for Parent or Guardian for Food Stamps or Cash Assistance
- Court Record

OR

4. HAS BEEN FIRED FROM A JOB IN THE LAST SIX (6) MONTHS

- Letter from Employer
- Telephone Verification (completed by Full Employment Council)

OR

5. HAS BELOW AVERAGE GRADES

- Transcript from secondary school or college

OR

6. PREVIOUSLY DROPPED OUT OF AN EDUCATIONAL PROGRAM

- Transcript from Educational Institution
- Grades with a Withdrawal indicated
- Letter from Educational Institution

OR

7. SIGNIFICANT PERSONAL OR FAMILY PROBLEMS

- Obituary death of a family member or guardian
- Newspaper Article
- Court Paperwork
- Eviction Notice
- Domestic Violence Shelter
- Order of Protection, Currently in recovery letter from substance abuse facility
- Letter or newspaper article documenting displacement due to the COVID-19 global pandemic

OR

8. LIMITED ACCESS TO RELIABLE TRANSPORTATION, I.E. PUBLIC TRANSPORTATION IS BEYOND ONE WALKABLE MILE FROM RESIDENCE

- Printout from Kansas City Transportation Authority of bus route

OR

9. IS AN INDIVIDUAL WHO IS A FIRST-GENERAL COLLEGE STUDENT

- Student Aid Report (SAR) from Federal Student Aid

OR

10. IS A CHILD OF AN INCARCERATED PARENT

- Court Documentation

OR

11. IS PLACED AT LEAST ONE GRADE LEVEL BEHIND AGE

- Transcript

OR

12. INDIVIDUAL WITH A DISABILITY

Must provide only one of the following documents:

- Drug or Alcohol Rehabilitation Agency
- Medical Card listing disability
- Medical Records listing disability
- School Records listing disability
- Sheltered Workshop certification
- Social Service Agency records listing disability
- Social Security Disability Benefits
- Vocational Rehabilitation Letter
- Workers Compensation Records
- School 504 Records Provided by Student
- Self-Attestation Form

AND

LOW INCOME STATUS

Must provide only one of the following documents:

- Applicant Statement
- Award letter from Veterans Administration
- Compensation award letter
- Court award letter
- Employer Statement/contact

- Housing Authority Verification
- Pay stubs
- Public assistance record
- Receiving Free or Reduced Lunch
- Social Security benefits
- Supplemental Social Security (SSI)
- UI documents
- Youth lives in a high-poverty area (determined by staff through toolbox)

AND

FAMILY SIZE

Family is defined "Two or more persons related by blood, marriage, or decree of court, who are living in a single residence", and are included in one or more of the following categories:

- (A) A married couple, and dependent children;
- (B) A parent or guardian and dependent children; or
- (C) A married couple.

Must provide only one of the following documents:

- Birth Certificates of all family members
- Housing Authority Verification
- Lease or Landlord Statement (if all family members are listed)
- Marriage Records
- Medical Records
- Public Care Facility Statement (Prison, Treatment Center Etc.)
- Public Assistance Records (if all family members are listed)
- Most Recent Tax Return or Verification of Non-filing (formerly IRS 1722)
- LAST RESORT: Applicant Statement

Income Guideline for Youth Program

Youth must meet the following income criteria to qualify for the program

Family Size	Income	Family Size	Income
1	\$12,880	5	\$31,040
2	\$17,420	6	\$35,580
3	\$21,960	7	\$40,120
4	\$26,121	8	\$44,660

Note: For each additional family member add \$4,540
If you are OVER INCOME, please ask about additional funds or scholarship programs available