



Workforce Innovation and Opportunity Act (WIOA) **Intake Documents Checklist**

This list is intended to provide perspective customers with a listing of possible documents necessary to prove eligibility for WIOA funded programming. This list is based on requirements set by the US Department of Labor (USDOL), Illinois Department of Commerce & Economic Opportunity (DCEO), and/or the Chicago Cook Workforce Partnership in accordance with the Workforce Innovation and Opportunity Act (WIOA).

Required documents for all participants to provide:

Below is a listing of documents that will be required of all WIOA participants

- Valid Driver's License/ State ID
 - If current address differs from the DL, must provide a utility bill or lease with current address
- Social Security Card
- Authorization to Work in the United States:
 - Provide one of the following:
 - US Birth Certificate,
 - Valid US Passport,
 - Valid Alien Registration Card,
 - Naturalization Certificate

Additional documents to provide if applicable:

Below is a listing of documents may be required for WIOA Participation depending on individual situations. All potential participants should be prepared to provide any items in this list that apply to them. This list is not meant to be exhaustive. Depending on your situation, your Career Advisor may request additional documentation of eligibility during the intake process.

- Resume
- Proof of compliance with Selective Service
 - Applicable for all males born January 1, 1960 and after.
 - For more information visit <https://www.sss.gov>.
- DD214 (applicable if you are a Veteran)
- Proof of High School Graduation/Dropout (applicable for individuals 18-24 years of age)
 - Provide one of the following:
 - High School Diploma
 - GED
 - Transcript showing graduation/separation
- Proof of College Graduation
 - Provide one of the following:
 - College Diploma
 - Transcript showing graduation
- Individual Education Plan (IEP) (applicable for individuals 18-24 years of age)
- Last 6 months pay stubs for both you and your spouse
- Spouse's Social Security Number
- Birth Certificates for all dependents or children under the age of 18
- Documentation of other forms of public assistance (i.e. Link/Food Stamps, TANF, SSI, SSDI)