

## WIOA Eligibility Documentation [for Training or Individualized Services]

- ❑ **Common Measures | Reporting:** Social Security Card and Document Inspection Verification Form
- ❑ **Right-to-Work | Citizenship:** Driver's License or government-issued photo ID AND Social Security Card | Birth Certificate | US passport | Naturalization Certificate | Green Card | Work Permit (Confirm citizenship status)
- ❑ **Selective Service** (only for males born on or after 1/1/1960): Selective Service Letter | US Passport | Naturalization Certificate for males born outside the US | Proof of entering the US after age 26 | DD214
- ❑ **Income** (only for Low Income Boston Residents): Recent Paystubs AND signed income worksheet | Social Security Benefits AND signed income worksheet | Public Assistance Records
- ❑ **Family Size** (only for Low Income Boston Residents): Birth Certificate | Tax Returns | Rental Lease Agreement | Public Assistance Records
- ❑ **Separation from Employment** (only for Dislocated Workers): UI Approval Letter | UI Paystub | UI Payment History | Job Quest Account Summary | Layoff Letter
- ❑ **Work History:** An updated resume including work history and all education credentials

## WIOA Training Documentation

- ❑ **Boston Tie through EITHER:**
  - **Boston Residency:** MA Driver's License | MA Identification Card | Rental Lease Agreement | State-issued document bearing a Boston address (SNAP, SSI, etc.) | 2 Utility Bills with Boston address
  - **Boston Employer:** Layoff Letter | Pay-stub
- ❑ **Acceptance Letter:** ITA Approved Training Provider Acceptance Letter
- ❑ **Training Justification:** A business letter written by the customer, including the reason(s) you're struggling to find gainful employment, the type of training you're seeking and how the training program will help you secure a job
- ❑ **Labor Market Information:** 4-6 printed Internet job postings, for the job you wish to be trained in | Printed Labor Market Information from O'Net Online, for the job you wish to be trained in
- ❑ **Marketable Skills:** Unemployment's Work Search Log | Job Search Record
- ❑ **Basic Educational Skills:** Basic Skills Assessments | or Test scores from training vendor demonstrating ability to succeed in program.
- ❑ **Application:** Participant Training AND Equipment Agreement

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Veterans and their eligible spouses receive priority of service.

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Pathway	Program	Next Steps
Training	WIOA ITA	<ol style="list-style-type: none"> <li>Attend a Training and Re-Employment Webinar Register here: <a href="https://masshiredowntownboston.org/events-calendar/">https://masshiredowntownboston.org/events-calendar/</a></li> <li>Wait for a WIOA Career Navigator (Nicole, Shiu, or Josh) to contact you and schedule an appointment. It will happen within one week's time.</li> <li>Prior to your appointment research training programs at: <a href="https://jobquest.dcs.eol.mass.gov/jobquest/TRaining.aspx">https://jobquest.dcs.eol.mass.gov/jobquest/TRaining.aspx</a></li> <li>At your appointment, be prepared to speak about your aspirations and bring the items from the WIOA document checklist.</li> </ol>
Individualized Services (IS)	Individualized Services (IS)	<p>Choose ONE of the following options</p> <ol style="list-style-type: none"> <li>Attend a Training and Re-Employment Webinar Register here: <a href="https://masshiredowntownboston.org/events-calendar/">https://masshiredowntownboston.org/events-calendar/</a></li> <li>Wait for a WIOA Career Navigator (Nicole, Shiu, or Josh) to contact you and schedule an appointment. It will happen within one week's time.</li> <li>At your appointment, be prepared to speak about your aspirations, bring the items from the TOP HALF of the WIOA document checklist.</li> </ol> <p>OR If you would like to think it through, you can.</p> <ol style="list-style-type: none"> <li>If you decide at a later juncture, to pursue Individualized Services attend a Career Coaching Session and indicate your interest in Individualized Services</li> <li>Bring the items from the TOP HALF of the WIOA document checklist.</li> </ol>