



WIOA Eligibility Documentation [for Training or Individualized Services]

- Application:** Customer Portfolio Summary Page 1
- 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

- Application:** Customer Portfolio Summary Page 2 (completed after receipt of acceptance letter)
- 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.)
 - Boston Employer:** Information on Customer Portfolio Summary | Layoff Letter | Paystub
- 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 | TABE test in Reading, Mathematics Computation and Applied Mathematics. Test scores from training vendor demonstrating ability to succeed in program.

Pathway	Program	Next Steps
Training	WIOA ITA	<ol style="list-style-type: none"> 1. Complete WIOA application (Customer Portfolio Summary) today 2. Wait for a WIOA Career Navigator (Amy, Nicole or Shiu) to contact you and schedule an appointment. It will happen within one week's time. 3. Prior to your appointment research training programs at: https://jobquest.dcs.eol.mass.gov/jobquest/ 4. At your appointment, be prepared to speak about your aspirations and bring the items from the WIOA document checklist. The more items you bring, the more expedited the process.
Individualized Services (IS)	Individualized Services (IS)	<p>Choose ONE of the following options</p> <ol style="list-style-type: none"> 1. Complete the application (Customer Portfolio Summary) today and indicate "Individualized Services" at the top 2. Wait for a WIOA Career Navigator (Amy, Nicole or Shiu) to contact you and schedule an appointment. It will happen within one week's time. 3. At your appointment, be prepared to speak about your aspirations, bring the items from the TOP HALF of the WIOA document checklist. The more items you bring, the more expedited the process. <p>OR If you would like to think it through, you can.</p> <ol style="list-style-type: none"> 1. If you decide at a later juncture, to pursue Individualized Services attend Drop-In: Ask the Career Coach and indicate your interest in Individualized Services 2. Bring the items from the TOP HALF of the WIOA document checklist. The more items you bring, the more expedited the process.