

REQUIRED DOCUMENTS CHECKLIST

Youth must provide **COPIES** of one (1) item from each of the categories 1-4 listed below. Youth who are determined eligible through residency in a High Poverty Area must also provide verification of an additional barrier (category 5) where feasible. Note that some documents may satisfy more than one category (e.g., recent Department of Human Services benefits letter for categories 3 and 4).

Reminder: **ONLY COPIES OF THESE DOCUMENTS WILL BE ACCEPTED. EXPIRED DOCUMENTS WILL NOT BE ACCEPTED.**

1. Proof of Social Security Number

- Social Security Card **OR**
- Proof of application for SSN from Social Security Administration **OR**
- Print out from County Assistance Office (CAO) **OR**
- Form I-9

2. Proof of Citizenship/Alien Status

- Birth Certificate **OR**
- Naturalization Certificate **OR**
- US Passport **OR**
- I-179 **OR**
- Alien Registration Card **OR**
- FS-545 **OR**
- DS-1350 **OR**
- I-94 **OR**
- I-551 **OR**
- Print out from the CAO **OR**
- Form I-9

3. Proof of PA Residency

(dated within the last 6 months)

- Rent receipt **OR**
- Receipts for mortgage or utility payments **OR**
- Deed **OR**
- Driver's license or PA state ID **OR**
- Statement that a motel or hotel room is available once rental payment is made **OR**
- Statement that a room is available at a mission, Salvation Army, homeless shelter, or similar place **OR**
- Report card **OR**
- Verification from the school district on school letterhead containing the name, title, and contact information of the school official verifying enrollment **OR**
- Recent Department of Human Service's benefit letter or print out from CAO **OR**
- Collateral contact *(must include the name and contact information)* **OR**
- Affidavit from someone other than the participant *(must include the name and contact information)*

4. Proof of Household Income

(dated within the last 30 days)

- Recent DHS benefit letter **OR**
- One month (30 days) of paystubs *(Must include payee name and gross income)* **OR**
- Employer letter that captures information equivalent to one month (30 days) of paystubs *(i.e. name, job title, hours/week, rate, frequency, employer contact info)* **OR**
- If self-employed, Tax Return including Scheduled C, C-EZ, or E *(if receiving rental income)* **OR**
- WIOA Statement of Family Size/Family Income Form or Self-Certification Form *(verification of last resort)*
- Telephone Verification
- Department of Labor & Industry Pennsylvania High Poverty Area Verification *(will only be considered when a youth's verified income exceeds 235% of the FPIG and must also provide verification from category 5)*

5. Additional Barrier(s)

(for youth income-eligible through High Poverty Area residency only)

- School dropout or identified as at risk of dropping out of school
- Within the age of compulsory attendance, but has not attended for at least the most recent complete school year calendar quarter
- Basic skills deficient
- English language learner
- Has a disability
- Court-involved or at risk of involvement
- Child of an incarcerated parent(s)
- In foster care or aging out of foster care
- Homeless or runaway
- Pregnant or parenting
- Migrant
- In need of additional assistance to enter or complete an educational program or to secure and hold employment