

Career Seekers

Documentation Checklist

Name _____

Part 1. Completed application forms with signature(s) of applicant (and parents) including:

- ___ Request to Enroll
- ___ IWDS Application Print Out
- ___ Membership Agreement
- ___ Consent to Release –Employment, etc
- ___ Consent to Release –Publicity
- ___ Proof of H.S. Diploma/GED
- ___ Proof of drop out date if enrolled in school in last 12 months
- ___ TABE Test - Date _____ R _____ M _____
- ___ Complaint Procedure
- ___ Individual Service Strategy
- ___ Work History Form
- ___ Drop out form

AND

Part 2. Documentation required from ALL students. Bring ONE item from each category

1. Proof of Citizenship

- ___ Birth Certificate
- ___ Passport
- ___ Immigration/Naturalization Paper
- ___ Public Aid Print out

2. Social Security Number

- ___ Social Security Card
- ___ Alien Registration Card
- ___ Public Aid Print out

3. Proof of address

- ___ Recent Utility Bill
- ___ Postmarked Envelope
- ___ Driver's License
- ___ Public Aid Print out

4. Selective Service Registration

- (for all males over 18 years old)
- ___ Registration Card
- ___ On-line print out

Part 3 - PROOF OF INCOME

1. Bring ALL of the following that apply:

- ___ Proof of food stamps or TANF benefits
- OR**
- ___ Proof of foster child status and proof of applicant's income only.
- OR**
- ___ Proof of homeless status and proof of applicant's income only.
- OR**
- ___ Most recent IEP from applicant's school (within last 12 months) and proof of applicant's income only.

OR

2. Bring ALL of the following documents

- ___ Proof of family size and all income from the past 6 months including:
 - ___ Birth certificates of **all** siblings or a copy of the family's 2007 taxes
 - ___ Social security numbers of **all adults** in the family
 - ___ Check stubs of **all family members** covering the last 6 months period
 - ___ Proof of social security benefits such as the most recent award letter, check stub, or direct deposit statement
 - ___ If family member receives unemployment compensation, you need to bring the unemployment check stub, as well as the last pay check stub
 - ___ Any other proof of how the family has been supported in the last 6 months.

OR

- ___ Applicant Statement of Support for the past 6 months with required documentation _____

Signature of Case Manager

CS 07/08

ESN

JJC

L&S

Date