

The Seventh Planning District Consortium Workforce Development Board

Administrative Office

4000 Viking Dr., Suite A-1, Bossier City, LA 71111 | (318) 632-2022

Matt Wheeler, Chairman | **Candle Sattler**, Director of Workforce Development

WIOA Applicant Eligibility Verification Checklist

Required Documentation for Eligibility Determination

Applicants must provide copies of the following documents during the eligibility process. Eligibility Coordinators will review and verify your documents for accuracy, completeness, and compliance with WIOA regulations.

Important Instructions:

- ▶ Ensure all required documents are collected, scanned, and uploaded into your **HiRE account** at www.laworks.net.
- ▶ Label each document clearly.
- ▶ Do not upload duplicates or unnecessary records.

How to Upload Documents in HiRE: www.laworks.net.

- ▶ Once you login to HiRE, go to the bottom of your left navigation to Document Management > Upload a Document.
- ▶ In the Document Description, select the appropriate name, for example "Driver's License" or "Social Security Card" from the dropdown list. You will have to upload each document separately.
- ▶ Name document in document tags section based on what the document is.
- ▶ Attach each document by selecting "Choose File"(1) – you will be taken automatically to your File Explorer(2) where you can access your stored images of your driver's license and Social Security card. Be sure to click "Open"(3) once you have selected your document to upload.
- ▶ Click "Save" once the document appears as attached. Go to "View My Documents" in the left navigation and confirm successful document upload.

Choose ONE document per category:

☐ Date of Birth

- ☐ Baptismal Record with Date of Birth
- ☐ Birth Certificate
- ☐ DD-214 (If FULL DOB is shown)
- ☐ Driver's License
- ☐ Federal, State or Local Government ID Card
- ☐ Hospital Birth Record
- ☐ Passport

☐ Proof of Citizenship/Authorization to Work (one of the following)

- ☐ Birth Certificate
- ☐ Hospital Record of U.S. Birth
- ☐ Signed Social Security Card
- ☐ Voter Registration Card (NOT the application)
- ☐ DD-214, Report of Transfer (if place of birth is shown)
- ☐ U.S. Passport
- ☐ Naturalization Certification
- ☐ Alien Registration Card Indicating Right to Work
- ☐ Foreign Passport Stamped Eligible to Work

☐ Social Security Number Documentation

- ☐ Applicant's original signed Social Security Card (no alterations)
- ☐ Social Security Numbers for ALL household members age 14 or older

☐ Proof of Residence

- ☐ Valid LA Driver's License (with current address)
- ☐ Utility Bill in Applicant's Name (most recent)
- ☐ Lease Agreement in Applicant's Name
- ☐ Public Assistance Records
- ☐ Post-marked mail addressed to Applicant (current month)

☐ Proof of Family Income (Upload all that Apply For Past 6 Months)

- ☐ Pay stubs: last 3 from each employer
- ☐ Employer contact/verification
- ☐ Unemployment Insurance (U.I.) documents
- ☐ Social Security Benefits of any kind
- ☐ Child Support / Alimony Documentation

☐ Proof of Unemployment /Termination/Lay-Off, (If Applicable)

- ☐ Lay-off / WARN Notice
- ☐ Letter from employer
- ☐ U.I. Claims Letter

☐ Proof Of Public Assistance (If Applicable, Upload all that Apply)

- ☐ TANF Verification (Applicant)
- ☐ SSI Records/ Statement (Household)
- ☐ SNAP verification (Applicant)

American Job Center Locations



cdonline.org

☐ **Bossier/Caddo Parish**
4000 Viking Dr., Suite B-1
Bossier City, LA 71111
(318) 741-7363

☐ **DeSoto/Red River Parish**
142 Lake Rd.
Mansfield, LA 71052
(318) 871-2391

☐ **Lincoln/Bienville Parish**
307 N. Homer St., Suite 307
Ruston, LA 71270
(318) 255-9057

☐ **Natchitoches Parish**
303 Bienville St.
Natchitoches, LA 71457
(318) 357-2414

☐ **Sabine Parish**
1125 W. Mississippi Ave., Suite A
Many, LA 71449
(318) 256-2698

☐ **Webster/Claiborne Parish**
902 Lee St.
Minden, LA 71055
(318) 371-3024



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☐ **Proof of Selective Service Registration (Only males 18 or older, born after January 1, 1960)**

- ☐ Selective Service Registration Card
- ☐ Selective Service Verification Form
- ☐ Internet On-line access/Verification
- ☐ DD 214, Report of Transfer or Discharge
- ☐ Selective Service Acknowledgment Letter/Request

☐ **Proof of Veteran Status (If Applicable)**

- ☐ DD-214
- ☐ Veterans' Administration Records / Verification
- ☐ Certificate of release or Discharge from Active Military Duty

☐ **Barriers to Employment (if applicable for eligibility or priority of service) Provide documentation for any of the following, if claimed:**

- ☐ Homeless verification (letter from shelter or agency)
- ☐ Foster care status (official court or agency documents)
- ☐ Ex-offender status (arrest, court, parole, or probation documentation)

☐ **Youth Program (Ages 16-24, Out-of-School Youth Only)**

- ☐ School status verification (dropout letter, official transcript, or school records)
- ☐ Documentation of basic skills deficiency (test results)
- ☐ Additional barrier verification (as listed above under Barriers to Employment)

☐ **Proof of Documented Disability (If Applicable, Upload all that Apply)**

- ☐ Vocational Rehabilitation Records
- ☐ Social Services Agency Records
- ☐ Veteran's Administration
- ☐ Doctor's Statement/Referral
- ☐ Worker Compensation Record
- ☐ School Record (IEP or 504)

☐ **Education / Prior Training Verification (If Applicable, Upload all that Apply)**

- ☐ High school diploma, transcript, or GED certificate
- ☐ TABE or other basic skills assessment results (if given)
- ☐ FAFSA or Financial Aid award letter
- ☐ College transcript, diploma, or certifications

☐ **Additional Documents (If Applicable, Upload all that Apply)**

- ☐ Marriage license (for name changes or household size verification)
- ☐ Birth certificates of dependents (if used for income eligibility)
- ☐ Court orders related to custody or support
- ☐ Divorce Decree
- ☐ Most recent tax returns (family size verification)
- ☐ Public Assistance Records (family size verification)

☐ **Three Additional Contacts (Name / Relationship / Phone)**

- ☐ _____ / _____ / _____
- ☐ _____ / _____ / _____
- ☐ _____ / _____ / _____

Applicant Verification Statement

Statement on Requesting Social Security Numbers - Louisiana Workforce Commission - Policy OWD 2-36.1

Local Workforce Development Area 70 (LWDA 70) is required to request your Social Security Number (SSN) at the time of intake or during registration in the HiRE system.

- **Authority:** The authority to request SSNs is granted under the Privacy Act of 1974, Title XI of the Social Security Act, Section 1137(a)(1), and Workforce Innovation and Opportunity Act (WIOA) federal guidance.
- **Purpose:** Your SSN is requested to help us match your records with state and national wage databases so we can measure outcomes such as employment, earnings, credential attainment, and job retention.
- **Use of Information:** Your SSN is used only for performance reporting and accountability. It is never reported to the U.S. Department of Labor; instead, a unique personal identifier is used for reporting.
- **Right to Decline:** Providing your SSN for WIOA services (Adult, Dislocated Worker, Youth) is voluntary. You have the right to decline. Services will not be denied if you choose not to provide your SSN. If you do not provide an SSN, the system will assign a different identifier for you.
- **Exceptions:** Federal law requires you to provide your SSN if you are applying for Unemployment Insurance (UI), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), or the Work Opportunity Tax Credit (WOTC).
- **Privacy and Safeguards:** All Social Security Numbers and personally identifiable information are kept confidential and protected by federal and state privacy laws. LWDA 70 uses secure systems and safeguards to ensure your information is not misused or disclosed inappropriately.

I attest by signing below, you acknowledge that the above information has been explained to you.

I attest that all information I have provided is true and correct to the best of my knowledge. I certify that I have uploaded all required eligibility documents into my HiRE account.

I understand that providing false or misleading information, or failing to disclose required information, is considered fraud. I further understand that if fraud is discovered, I may be subject to penalties in accordance with WIOA and federal regulations, including termination from the program, repayment of funds, and possible prosecution under federal or state law.

Applicant Signature: _____

Print Name: _____

Date: _____