

Greenville County Workforce Investment Act (WIA) Youth Program Eligibility Checklist

The following items are required in order to determine eligibility for the Greenville County WIA Youth Program.

ALL IN THIS COLUMN:

- REQUIRED: Intake Form and Test Scores**
 - Youth Applicant Intake Form
 - Basic Skills Assessment Scores (TABE) or school records

- REQUIRED: Proof of Current Address**
 - Current South Carolina Driver's License, or
 - Current South Carolina ID Card, or
 - School ID
 - DSS Records

- REQUIRED: Proof of Age**
 - Birth certificate, or
 - Current South Carolina Driver's License, or
 - Current South Carolina ID card

- REQUIRED: Proof of Social Security Number**
 - Signed social security card
 - Check Stub
 - DSS Records

- REQUIRED: Proof of U.S. Citizenship**
 - Birth cert or SS Card or Alien registration card **and**
 - Current SC Driver's License

- REQUIRED: Proof of Family Size**
 - WIA Family Size Verification Form (Intake form)

- REQUIRED: Proof of Low-income Status** Bring all that is applicable to your family:
 - Verification of Receipt of Family Independence (FI)
 - Verification of Receipt of Food Stamps
 - Most recent paystub or last paystub
 - Documentation of all other household income (*SSDI, Disability, Alimony, Child Support, etc*)
 - Other pre-approved documentation

- REQUIRED: Education Status**
 - Education Certification Form and possibly one of the following:
 - Copy of high school diploma/GED, college degree
 - Copy of high school or college transcript
 - School grades, IGP, withdrawal forms, other appropriate school documentation.

- REQUIRED: Employment Status**
 - Complete work history of last three employers: start date, end date, pay rate, hours worked per work, job title, job duties, etc. *May include on Intake Form.*

AT LEAST ONE IN THIS COLUMN:

- REQUIRED: Proof of at least one (1) of the Following Academic or Employment Barriers:**
 - Deficient in Basic Literacy Skills** One of the following is required:
 - TABE scores
 - School Records
 - High School Dropout** One of the following is required:
 - School Records, Withdrawal Forms
 - Statement from school on school letterhead
 - Homeless, Runaway, or Foster Child** One of the following is required:
 - Statement from homeless shelter
 - Documentation of the receipt of foster child support payments
 - Notarized statement attesting homeless or runaway status
 - Offender** One of the following is required:
 - Court records
 - Probation or Parole documentation
 - Pregnant or Parenting** One of the following is required:
 - Medical records / Doctor's statement
 - Child's birth certificate/ hospital birth records
 - For non-custodial parents who are supporting a child who is not in the home, a notarized statement of child support payments
 - Applicant Requires Additional Assistance to Complete an Educational Program, or to Secure and Hold Employment** Poor school progress in academics or attendance, verified by one of the following:
 - Report cards
 - Statement from school on school letterhead
 - Exit exam scores
 - School Transcripts
 - Lacks transportation assistance (ages 18 and over)