

# Eligibility Document Checklist & Process

To determine eligibility applicants must provide one document from each category. \*All documents must be current within 60 days of application date. Funded training services are not guaranteed, but are based on participant need determined through assessments and staff interview. Photo required for at least one of the document listed below.

## Prince George's County Residency

- ☐ Driver's License (*unexpired*)-Must show current address
- ☐ \*Lease/Rent Receipts/Shelter
- ☐ \*Current computer printout or letter from Govt agency
- ☐ \*Current utility bill (Electric, Gas, and or water)
- ☐ Voter's Registration Card

## Right to Work Status

- ☐ U.S. Birth Certificate
- ☐ U.S. Passport (*unexpired*)
- ☐ DACA
- ☐ Voter's Registration Card
- ☐ Permanent Resident Card (*print front and back*)
- ☐ Immigration and Naturalization Service Papers

## Social Security Number

- ☐ Social Security Card
- ☐ DD2-14, report of transfer or discharge (if SSN is listed)

## Selective Service Registration

- ☐ Selective Service Card (mandatory for males born on or after 1/1/1960)
- ☐ Selective Service Document

**Check registration or register online at**  
**([www.sss.gov](http://www.sss.gov))**

- ☐ N/A

## Veterans Status

- ☐ DD-214, report of transfer or discharge
- ☐ N/A

## Individual with Disability

- ☐ Medical written evaluation or statement
- ☐ Social Security Benefits- SSI/SSDI
- ☐ N/A

## Offender

- ☐ Documentation from the Criminal Justice System
- ☐ N/A

## Public Assistance

- ☐ TANF Award Letter
- ☐ SNAP Award Letter
- ☐ General Assistance Award letter
- ☐ Refugee Assistance Award Letter
- ☐ N/A

## Family Size

- ☐ Dependents Birth Certificate
- ☐ Marriage Certificate
- ☐ \*Current lease
- ☐ N/A

Definition of Family according to the Workforce Innovation and Opportunity Act – The term “family” means two or more persons related by blood, marriage, or decree of a court, who are living in a single residence and are included in one or more of the following categories:

- (A) A married couple and dependent children,
- (B) A parent or guardian and dependent children, or
- (C) A married couple

## Employment Status

- ☐ Pay stubs (last six months of family income)
- ☐ Letter of termination
- ☐ Military Discharged
- ☐ Displaced Homemaker
- ☐ Early intervention Letter

## Low Income

- ☐ Unemployment Insurance Award Letter
- ☐ Public Assistance Records
- ☐ Letter of Support

## Proof of last six months of family income

| Family Size     | Gross 6 months Income | Maximum Annual Income |
|-----------------|-----------------------|-----------------------|
| 1               | \$13,150              | \$26,301              |
| 2               | \$21,550              | \$43,101              |
| 3               | \$29,581              | \$59,162              |
| 4               | \$36,513              | \$73,026              |
| 5               | \$43,093              | \$86,187              |
| 6               | \$50,398              | \$100,796             |
| Each additional | \$7,304               | \$14,609              |

**Income includes** wages, self-employment or farm income (net-after business expenses /deductions), alimony, lifetime pensions, military retirement, S.S. Old Age/Survivor benefits, Workers' Comp, STD, LTD, child support, disability payments (Social Security Disability) and unemployment benefits\*\*\*

**Income does not include** Public Assistance, military, active duty earnings/Military disability earnings, SSI, educational, financial assistance from Title IV, foster care payments, needs-based payments.

## Education -Highest Grade Completed

- ☐ High School Diploma /GED (*TABE test required*)
- ☐ College Degree (A.A., BS, MA, etc.) (*Prove it test required*)
- ☐ Proof of 60 college credits with 2.5 GPA (*unofficial copy of transcripts*)

## Additional Steps Required

- ☐ Provide revised résumé and add in MWE
- ☐ Complete MWE Work Interest Assessment
- ☐ Complete **Occupational Research Assignment**
- ☐ Complete all document provided by staff
- ☐ Complete TABE test tutoring before taking the TABE test