



**Pueblo of Isleta
Workforce Innovation & Opportunity Act Program**

Checklist of Required Intake Documents:

- Valid Driver's License, Driver's Permit, or State Identification Card
- Social Security Card (Card must be signed)
- Proof of Residency (ID, Bills, or Verification from Census verifying physical address)
- Tribal ID or CIB
- Selective Service Verification (Males Only, Ages 18-26; this is not a requirement for females)
- Verification of Education (If applicable)
- WIOA Intake Application
- POI Employment Application

Income Eligibility (Only one of the following needed):

- If applicable, a layoff notice
- If unemployed, a Self-Attestation Form or proof of unemployment benefits
- If applicable, a statement from the employer identifying the applicant as a part-time employee, or copies of past pay stubs which identify the applicant as a part-time employee
 - In addition to verification of part-time employment, verification of an active job search (within the twenty-eight days (28) prior to the intake date) must also be provided as part of the certification documentation for applicants who are underemployed. Types of acceptable documentation may include, but not limited to:
 - Employment Development Department Job Search Registration
 - Self-Certification that the applicant was actively seeking full time employment with the names of employers and dates of application
- For applicants who are working full-time but employment does not commensurate with the individual's demonstrated level of educational attainment or skill level, types of acceptable documentation may include, but not limited to:
 - Copies of the earned degrees of education
 - A certificate of completion of related courses
 - A letter from the training institute verifying completion of specialized training
 - A copy of a license or a copy of transcripts
- If applicable, proof of Food Stamps, Public Assistance, General Assistance, SSI or other.
- If none of the above applies, we will require pay check stubs from the past 6 months to determine low-income eligibility

*Students must apply for Financial Aid (Pell Grant, etc.) and the Isleta Scholarship Program before applying for the WIOA Classroom Training Program. If denied financial aid please submit your denial letter.

Applications not completed or without signatures will not be accepted. If you have any questions, please contact Natasha Jiron at 869-9792.

**Physical Address: Isleta Tribal Service Complex
3950 St. Rd. Hwy 47 SW
Albuquerque, NM 87105**

**Mailing Address: Pueblo of Isleta
Department of Human Resources
P.O. Box 1270
Isleta, NM 87022**