

## WIOA PROGRAM – REQUIRED DOCUMENTS

The (WIOA) Workforce Innovation and Opportunity Act provides meaningful work experiences and career exploration to the participant. The Adult Program serves adults ages 18 and over. To qualify for the program, you must provide the documents below. You must also be able to pass a drug test.

### REQUIRED DOCUMENTS:

- Valid Driver's License or Driver's Permit
- Social Security Card (Card must be signed)
- Proof of Residency (PNM, Telephone, or other bills with your address)
- Birth Certificate or Baptismal Certificate
- Tribal ID or CIB
- Selective Service Verification (Males Only, Ages 18-26)

### INCOME ELIGIBILITY DOCUMENTS (Not All Documents May Apply):

- 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 are 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 whose employment does not commensurate with the individual's demonstrated level of educational attainment or skill level, types of acceptable documentation may include, but are 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 Paycheck Stubs From the Past 6 Months to Determine Low-Income Eligibility – or –
- Tax Return Forms – 1040 Forms, W-2 Forms, etc.
- 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 Pueblo of Isleta Human Resources at 505-869-7584