

WIA Eligibility & Document Checklist

To be eligible for WIA services, **all** applicants must meet the following three (3) criteria: 18 years of age or older (adults); US citizen or non-citizen authorized to work in US; and Meet Selective Service registration requirements (**males only**).

Also, some applicants (**#2 in Income section below**) may also be required to meet Income Guidelines.

| Income Eligibility Guidelines - ADULT FUNDING only. | |
|---|---------------|
| Family Size | Annual Income |
| 1 | \$40,707 |
| 2 | \$40,707 |
| 3 | \$40,707 |
| 4 | \$44,100 |
| 5 | \$51,580 |
| 6 | \$59,060 |
| 7 | \$66,540 |
| 8 | \$74,020 |

The WIA definition for "Family" is: Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A husband, wife, and dependent children; and/or
- A parent or legal guardian and dependent children

To calculate the Income Eligibility for families with over 8 members, add \$7,480 for each additional family member.

| ✓ | Information Being Verified | | | Acceptable Documentation |
|---|---|--|---|---|
| | Name | | | ● Picture ID or Marriage Certificate |
| | Social Security Number | | | ● Social Security Card or Printout from SSA |
| | Age | | | ● Picture ID, Birth Certificate or US Passport |
| | Citizenship | | | ● Birth Certificate, US Passport, or Resident Card |
| | Broward County Residency | | | ● Picture ID, Utility Bill or Voters Registration Card |
| | Selective Service | | | ● Printout from www.sss.gov |
| | Veteran Status <i>(eligible for priority of service)</i> | | | ● DD-214 (if not available, click here to request) |
| | Resume | | | ● Email or Printed Copy |
| | I | 1.) If you have been laid off, notified of a layoff; receiving or exhausted Unemployment Compensation | ➔ | ● No Income Documents Required |
| | N | 2.) If you or your spouse have worked in the last 6 months | ➔ | ● Paycheck Stubs ● Employer Statement on Company Letterhead |
| | O | 3.) If you are receiving or have received Public Assistance in last 6-months | ➔ | ● Public Assistance Printout or Benefits Letter |
| | M | 4.) If you and your spouse (if applicable) have not worked in the last 6 months | ➔ | ● Notarized Letter from Individual or Agency providing financial support <i>(if applicable)</i> |
| | E | | | |
| | Family Size | | | ● Marriage License (if married), Birth Certificates and SS cards for all children / dependants |
| | Background Check <i>For training in medical, financial or jobs that require licensing</i> | | | ● Printout from the Broward Sheriff's Office |
| | Education & Work History | | | ● Transcripts, Diploma, Degree, and/or Certificate |
| Additional Documents Required (if seeking training assistance) | | | | |
| 1. Federal Financial Aid Application | | 3. Career Assessment Results (only one) | | 5. Tuition Costs Breakdown |
| ○ Apply at www.fafsa.ed.gov | | ○ EmployFlorida Assessment Profile | | 6. List of Required Books, Supplies, Tools or Equipment |
| ○ Approval or Denial any Awards | | ○ Thomas International or CareerScope | | |
| 2. School Acceptance Letter & Start Date | | 4. TABE Scores | | |
| ○ Approved course on ITA List only | | ○ Required if less than 2-year degree | | |