

Customer	
Date	

Low Income Adult (AD) or Dislocated Worker (DW) Eligibility Documents:

(All of these documents must be presented to assist in Eligibility for either of the Eligibility categories)

No.	Documents Required	Both Eligibility Documents for either AD or DW
1	Driver's License or Photo ID with current residential address. (Must be a Pasco or Hernando County Resident.) If address does not match Residents then a Utility bill or Residential statement from other party is required.	X
2	Sign Social Security Card	X
3	Birth Certificate valid for right to work in the US	X
4	If a Veteran, a copy of the DD214	X
5	If Male Born January 1 st 1960 or after, proof of Selective Service Registration (www.ss.gov)	X
6	Job Search list or information	X
7	Updated Resume	X

Low Income Adult Eligibility documents:

(To establish Low Income Adult eligibility, one or more of these documents are required to establish Eligibility)

AD	Documents require	(X) if applicable to your eligibility for Low Income Adult (AD)
1	If receiving SNAP (Food Stamps) or are part of a "family" receiving or have received in the last six months, documents from the Florida State DCF site or award letter. (in most cases the Employment Counselor can assist with gathering this information) No other documents will apply in the AD eligibility category.	
2	If SNAP (Food Stamps) does not apply, then proof of the last 26 weeks' gross wages in the house hold. All related family members apply.	
3	Birth Certificates of all Family Members if Gross Wages are that of Eligibility. (Required given the family size is applicable to the Lower Living Standard Income Levels or otherwise known as the LLSIL)	
4	If neither SNAP or Gross wages apply, then an applicant attestation of NO income in the family or self within the last 26 weeks must be obtained.	
DW	Dislocated Worker (DW) may apply if Low Income Adult above does not	
1	Proof of Unemployment Compensation (UC) (in most cases the Career Counselor can assist with this)	
2	Letter of lay off from employer if UC is not applicable.	
3	If self-employed, proof of loss of income and business closure	
Training documents	Course information to include the cost of tuition, books, fees and exam cost if "required" for training. If the provider and course are PELL (FAFSA) applicable, then proof of PELL status is required. PELL funding will be applied before WIOA Funding.	

****Applications are not considered completed without the required documentation to prove eligibility and suitability.**