



WORKFORCE INVESTMENT NETWORK



This document lists the type of paperwork/documents that a client can use to evidence each of the following criteria:

A. Required Criteria

1. Social Security Verification:

- Social Security Card
- W-2 form

2. Address Verification:

- Driver's License
- Homeless –Primary Nighttime Residence
- Lease Agreement
- Rent Receipt
- Utility Bill

3. Selective Service/Draft Verification:

- Selective Service Status Information Letter
- Internet www.sss.gov printout
- Selective Service Registration Card

4. Citizenship/ Alien Status Verification:

- Alien Registration Card (USCIS Forms I-151, I-551, I-94, I-668A, I-197, I-179)
- Birth Certificate
- Foreign Passport Stamped Eligible to Work
- Naturalization Certification
- Public Assistance Record
- Voter Registration Card

5. Date of Birth and Age Verification:

- Birth Certificate
- Driver's License
- Passport
- Work Permit

6. Employment Verification:

- Employer Contact
- UI Records
- Most Recent Paystub

7. **Education Level Verification:**

- Copy of diploma or GED
- School Verification

8. **Public Assistance Verification:**

- Copy of authorization to receive cash public assistance
- Public assistance records or printout
- Food Stamps/TANF

9. **Family Income Verification:**

- Alimony agreement
- Applicant statement/self attestation, in limited cases
- Award letter from Veterans Administration
- Bank statements (direct deposit)
- Court award letter

10. **Family Size Verification:**

- Applicant statement/self attestation, in limited cases
- Birth certificate
- Decree of court
- Disabled
- Divorce decree
- Lease
- Marriage Certificate
- Public assistance/social service agency records
- Written statement from a publicly supported 24-hour care facility or institution (e.g. mental, prison)

B. Additional Criteria (only if applicable)

11. **Dislocated Worker Verification**

- Separation Notice (Cat1or2)
- UC Record (Cat1or2)

12. **Actual Layoff Date Verification:**

- Verification from employer
- Rapid Response List
- UI Records (Benefit History, Wage, Record)

13. **School Status Verification:**

- School Records

14. **Homeless Verification:**

- Written statement from shelter
- Written statement from an individual providing temporary assistance

15. Supplemental Security Income Verification:

- Copy of public assistance check
- Public assistance records or printout

16. SSDI Verification:

- Public assistance records or printout

17. Refugee Cash Assistance Verification:

- Public assistance records or printout
- Refugee assistance records

18. Disability Verification:

- Social Security Administration disability records
- Veteran Administration letter/records
- Vocational Rehabilitation letter
- School Records (IEP)

additional fee is charged by VitalChek for using this service, and all major credit cards are accepted, including American Express®, Discover®, MasterCard® or Visa®.

Homeless and a Birth Certificate is needed: Tuesday & Thursday 9:30am-12:30pm

Hospitality Hub

82 N. Second Street

901-522-1808

A Letter of Referral is required. Must be on a letterhead

VOTER REGISTRATION CARD – WWW.SHELBYVOTE.COM

- To update a voter registration card – VoteInfo@ShelbyCountyTN.gov
- New Registered Voter – (Mail or In-Person)
980 Nixon Drive, Memphis, TN 38134 or
150 Washington Ave.; 2nd floor, Ste. 205, Memphis, TN 38103

Must bring proof of residence such as:

- Driver's License
- Tax receipt
- Car registration

You must be:

- 18 years of age
- US Citizen and Resident of TN

Have not been convicted of a felony, but may have rights restored by a court order or pardon.

UNEMPLOYMENT RECORDS – WWW.TN.GOV

- To make copies of unemployment payments or obtain any information concerning Unemployment Compensation; Go to the above website.

DIPLOMA & GED INFORMATION

DUPLICATE COPY OF A HIGH SCHOOL DIPLOMA – WWW.TN.GOV/EDUCATION

- In the search box {top, right-hand corner}; Type: Duplicate diploma
- "Click" Data Quality & Integrity
- "Click" Duplicate Diploma Request Form or call 615-741-5158

DUPLICATE COPY OF THE HISET OR GED EXAMS – WWW.TN.GOV

- Send all requests to: <https://diplomasender.com>

TO OBTAIN A HIGH SCHOOL EQUIVALENCY DIPLOMA through:

- Another STATE
- Military (DANTES)
- Veterans Hospital
- Federal Bureau of Prisons

Send the request to: <http://www.gedtestingservice.com/testers/gedrequest-a-transcript.com>

MARRIAGE AND DIVORCE DECREES are obtained through the County Clerk's Office. All locations are Monday - Friday

Poplar Plaza

3412-A Plaza Drive

Germantown Location

2037 Exeter Road