



ELIGIBILITY REQUIREMENTS

PLEASE NOTE: Without the following documentation, your application cannot be processed. This will cause your services to be delayed. Please provide the following information:

Intake Form

- Original Intake Form complete and signed

Native American/Indian Documentation

- Certificate of Degree of Indian Blood (CDIB) Card **OR**
- Tribal Enrollment Letter from a Federal/State recognized Tribe **OR**
- Birth certificate with proof of parent Native American/Indian Documentation
- Other tribal documentation proving lineage of potential participant

Proof of Residency Please provide **ONE** of the following:

- Driver's License
- State ID Card
- Utility Bill with your name and address
- Voter Registration Card

Proof of being Registered with Selective Service (Applies to males born after 1960)

- Selective Service Card or Letter (Can be obtained online)

Unemployed/Underemployed Status Please provide **ONE** of the following:

- Unemployed (lay-off notice OR print out from the Unemployment Office OR a copy of unemployment benefits letter) **OR**
- Completed and signed Unemployment Verification Form **OR**
- Underemployed (recent paystub showing you worked fewer than 30 hours a week OR a statement from employer stating average hours worked) **OR**
- Employed in need of retaining or upgrading skills (letter from employer stating such)

Low Income If this applies to you, please provide **ONE** of the following:

- Public Assistance Recipient (ID card or notice of benefits for any public assistance program (SSI, Welfare, Food Stamps, TennCare, ect.) **OR**
- Wage statement from employer on company letterhead **OR**
- Social Security Records **OR**
- Check stubs, W2's **OR** Workers Compensation/Unemployment Insurance Documents

This program uses the Lower Living Standard Income Level (LLSIL) Guidelines to determine income eligibility for the Workforce Innovation and Opportunity Act (WIOA) adult services.