

**TECHNICAL ASSISTANCE MEMO #14**

**DATE:** AUGUST 24, 2012  
**REVISED:** **APRIL 25, 2014**  
**TO:** WIA SERVICE PROVIDERS  
**CC:** TIM FOLEY, CHELSEA JACKSON  
**FROM:** AMY GIMLIN, SWWDC DATA AND COMPLIANCE MANAGER  
**RE:** DOCUMENTATION REQUIREMENTS FOR RECEIVING PUBLIC ASSISTANCE

In March 2014, SWWDC revised the [WIA Eligibility Handbook](#) to no longer allow the use of the Telephone Verification or Document Inspection Forms. These forms were often used to document those applicants receiving public assistance such as TANF or Food Stamps. Using those forms continues to be a concern during Data Validation and is no longer included in the Handbook as approved documentation.

This memo is to clarify the **ONLY** approved documentation for receiving public assistance is listed below in the excerpt from the Handbook. The most common documents are the *Public Assistance Records*, which typically is the "Explanation of Benefits" letter OR *Cross-Match with public assistance database*, this would be a print out from that database. Only certain agencies have permission to access this database and will often require a release of information.

<p><b>Low-Income</b><sup>1</sup></p>	<p>N/A</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>N/A</p>	<p>DRVS 20, 21, or 22 for Adult.</p> <p><u>DRVS 20 - Low Income:</u></p> <ul style="list-style-type: none"> <li>• Alimony Agreement;</li> <li>• Applicant statement;</li> <li>• Award letter from veteran's administration;</li> <li>• Bank statements;</li> <li>• Compensation award letter;</li> <li>• Court award letter;</li> <li>• Pension statement;</li> <li>• Employer statement/contact;</li> <li>• Family or business financial records;</li> <li>• Housing authority verification;</li> <li>• Pay stubs;</li> <li>• Public assistance records;</li> <li>• Quarterly estimated tax for self-employed persons;</li> <li>• Social Security benefits, or</li> <li>• UI documents (WIA001 Report)</li> </ul> <p><u>DRVS 21 - TANF:</u></p> <ul style="list-style-type: none"> <li>• Cross- match with TANF public assistance records</li> </ul>	<p>Yes (only for 20)</p>
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<sup>1</sup> Income as an eligibility requirement for the Adult program is determined by the WDC in alignment with Section ii.b of this attachment. Income as an eligibility requirement for youth does not apply to youth enrolled in the 5% window.

						<p><u>DRVS 22 - Other Public Assistance Recipient:</u></p> <ul style="list-style-type: none"><li>• Copy of authorization to receive cash public assistance;</li><li>• Copy of public assistance check;</li><li>• Medical card showing cash grant status;</li><li>• Public assistance records;</li><li>• Refugee assistance records; or</li><li>• Cross- match with public assistance database.</li></ul>	
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For documentation on receiving Food Stamps, the file must contain verification the date receiving assistance is within six months of applying for the WIA program. It is not enough for the file just to contain a copy of the debit card the applicant was issued. The card must be accompanied by a document described above.

For documentation on receiving TANF or other public assistance, the file must contain verification that at the time of enrollment the applicant was receiving assistance from a document described above.

SWWDC is available for technical assistance and guidance if needed. Please contact your Program Manager with any questions or if you would like to discuss strategies for obtaining this documentation.

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