

## DOCUMENTATION CHECKLIST

Youth Workforce Innovation and Opportunity Act (WIOA) Program, Area 11. These documents are required for **ALL PARTICIPANTS**:

**Social Security Number** \*We request the social security number as a method to support your employment services, this information will be used to verify wage and employment information and to review program participant outcomes. You may decline disclosure of this information.

(Examples: Social Security Card, or other authoritative document with social security number listed)

**Driver's License or Picture ID Card**

(Examples: Learner's Permit, Government ID, DMV/State ID card, school ID)

**Proof of Citizenship / Right to Work**

(Examples: Birth Certificate, Passport, Permanent Residence Card (Green Card), Voter ID or work permit that is valid for one year or more)

**Family Size Verification**

(Examples: Most recent tax return, lease, or public assistance letter with family members listed; and/or birth records of dependents)

**School Records**

(Examples: Most recent diploma, transcripts and/or report card, and Individualized Education Program (IEP) document as applicable)

**Verification of Challenges:** Homeless, Foster Care, Runaway, Pregnant/Parenting, Offender, School Drop-Out, Basic Skills Deficient, Disabled, English Language Learner. Please submit proof of any of these challenges that you have encountered.

These documents are required for **SOME PARTICIPANTS**, when applicable:

**If male, age 18 or older:** Selective Service Registration Confirmation

(Examples: Printout from [www.sss.gov](http://www.sss.gov), selective service card, or application confirmation letter)

**Veteran Status**

(Examples: DD-214, Report of Transfer or Discharge, Letter from Department of Veteran's Affairs)

**Public Assistance Verification**

(Examples: Notice of Action letter, TANF documents, SNAP notification, EBT card with printed name, etc.)

**Income Verification**

(Examples: Paystubs, bank statements, public assistance documents, or unemployment statements)

**Resume** (if available)

Documents may be provided to the point of contact closest to you.

Fax Number for all staff is 703-653-1377. Visit <https://vcwnorthern.com/> for location addresses.

Virginia Career Works Center – Alexandria	Kenia Larin, 571-385-9681, <a href="mailto:Kenia.Larin@fairfaxcounty.gov">Kenia.Larin@fairfaxcounty.gov</a>
Virginia Career Works Center – Annandale	Jared Collins, 571-595-2588, <a href="mailto:Jared.Collins@fairfaxcounty.gov">Jared.Collins@fairfaxcounty.gov</a>
Virginia Career Works Center – Reston	Rachael Tichacek, 703-787-3169, <a href="mailto:Rachael.Tichacek@fairfaxcounty.gov">Rachael.Tichacek@fairfaxcounty.gov</a>
Virginia Career Works Center -- Loudoun	Virginia Walsh, 703-324-4416, <a href="mailto:Virginia.Walsh@fairfaxcounty.gov">Virginia.Walsh@fairfaxcounty.gov</a>
Virginia Career Works Center – Woodbridge	Skye Blanchard, 703-689-1121, <a href="mailto:Skye.Blanchard@fairfaxcounty.gov">Skye.Blanchard@fairfaxcounty.gov</a>

WIOA Title I-financially assisted programs and Virginia Career Works – Northern are an equal opportunity program/employer committed to nondiscrimination on the basis of disability in all programs, services and activities. Reasonable accommodations, to include auxiliary aids and services, are available upon request to individuals with disabilities.