

DOCUMENTATION CHECKLIST

Youth Workforce Innovation and Opportunity Act (WIOA) Program, Area 11

These documents are required for ALL PARTICIPANTS:

Social Security Card

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, 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 Case Manager closest to you.

Fax Number for all staff is **703-653-1377**. Visit www.myskillsource.org for location addresses.

Fairfax SkillSource Center – Alexandria

Leon Milkins, 571-363-0379, Leon.Milkins@fairfaxcounty.gov

Fairfax SkillSource Center – Annandale

Jamie Hudson, 571-641-1065, Jamie.Hudson@fairfaxcounty.gov

Fairfax SkillSource Center – Reston

Rachael Tichacek, 703-787-3169, Rachael.Tichacek@fairfaxcounty.gov

Loudoun Workforce Resource Center

Fariyah Kuraishi, 571-385-9672, Fariyah.Kuraishi@fairfaxcounty.gov

Prince William SkillSource Center (Serving Woodbridge)

Skye Blanchard, 703-689-1121, Skye.Blanchard@fairfaxcounty.gov

Prince William SkillSource Center (Serving Manassas)

Kenia Larin, 571-385-9681, Kenia.Larin@fairfaxcounty.gov