**TITLE 1 DISLOCATED WORKER ENROLLMENT CHECKLIST**

State ID: Click or tap here to enter text. Last Name: Click or tap here to enter text.

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| **GENERAL ELIGIBILITY – ALL PROGRAMS** | | |
| Requirement | Verified | Acceptable Documentation on File |
| Authorization to Work in the U.S. |  | Choose an item. |
| Selective Service Requirement Met |  | Choose an item. |
| Age/Date of Birth |  | Choose an item. |
| Social Security Number |  | Choose an item. |

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| **WIOA DISLOCATED WORKER** | | |
| Requirement | Verified | Acceptable Documentation on File |
| Category 1 | | |
| Laid Off AND |  | Choose an item. |
| UI Recipient or Exhaustee AND |  | Choose an item. |
| Unlikely to Return |  | Choose an item. |
| Category 2 | | |
| Laid Off AND |  | Choose an item. |
| Impacted by Permanent Closure OR |  | Choose an item. |
| Impacted by Substantial Layoff |  | Choose an item. |
| Category 3 | | |
| Evidence of Self-Employment AND |  | Choose an item. |
| Evidence of Business Closure |  | Choose an item. |
| Category 4 | | |
| Employment Status AND |  | Choose an item. |
| Evidence of Dependency Change |  | Choose an item. |
| Category 5 | | |
| Proof of Permanent Relocation AND |  | Choose an item. |
| Unlikely to Return |  | Choose an item. |

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| **PRIORITY POPULATION** | |
| Category | Verified |
| Veteran and/or Spouse of Qualifying Veteran |  |
| Individual with a Disability |  |
| Justice Involved |  |
| Basic Skills Deficient |  |
| Public Assistance Recipient |  |

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| **REQUIRED FILE DOCUMENTATION AND DATA VALIDATION ELEMENTS**  ***(Not required to determine eligibility but must be in client file)*** | |
| Required File Documentation | Verified |
| Family Size + Estimated Annual Income |  |
| School Status at Enrollment |  |
| Interest/Ability Profiler |  |
| Individual Employment Plan (IEP) |  |
| EO/Grievance/ROI Form Signed |  |
| Conflict of Interest Form Signed |  |
| Alternate Contact Information in Application |  |
| Case Note Documenting Eligibility and Suitability |  |

Staff Name:

Secondary Review Date:

Reviewer:

Date Reviewed: