

# YOUTH SERVICES ENROLLMENT CHECKLIST

## STEP 1: Collect Eligibility Documents

<b>GENERAL ELIGIBILITY</b> <i>(all programs)</i>	<b>Work Authorization</b> <a href="#">I-9 Documents</a>	<input type="checkbox"/> One Document from List A <input type="checkbox"/> One Document from List & One Document from List C		
	<b>Selective Service</b> <a href="#">Verify Registration</a>	<input type="checkbox"/> Printed Selective Service Registration Acknowledgement Letter (For males, age 18+, applying for WIOA services)		
	<b>Age/ Date of Birth</b>	<input type="checkbox"/> Driver's License <input type="checkbox"/> Birth Certificate	<input type="checkbox"/> State ID <input type="checkbox"/> Passport	<input type="checkbox"/> School ID/Records <input type="checkbox"/> Self-Attestation Form
	<b>Social Security Number</b>	When SSA card is not used to satisfy I-9 requirements, provide verification: <input type="checkbox"/> W-2/Tax Records <input type="checkbox"/> Social Security Card <input type="checkbox"/> SSA Benefits Letter		

<b>WIOA IN-SCHOOL YOUTH</b>	<b>Low Income</b>	<input type="checkbox"/> Free/Reduced Lunch <input type="checkbox"/> Foster Youth <input type="checkbox"/> Homeless <input type="checkbox"/> Resides in a High-Poverty Census Tract <input type="checkbox"/> Self-Attestation Form		
	+	<b>Barriers Identified</b> <input type="checkbox"/> WIOA Youth Self-Attestation: <a href="#">PDF</a> or <a href="#">Online Form</a>	<i>or</i>	<b>Basic Skills Deficiency</b> <input type="checkbox"/> Standardized assessment <input type="checkbox"/> School records/transcripts

<b>WIOA OUT-OF-SCHOOL YOUTH</b>	<b>Barriers Identified</b>	<input type="checkbox"/> WIOA Youth Self-Attestation: <a href="#">PDF</a> or <a href="#">Online Form</a>		
	<b>Low Income</b> <small>(only needed when</small>	<input type="checkbox"/> Free/Reduced Lunch <input type="checkbox"/> Foster Youth <input type="checkbox"/> Homeless <input type="checkbox"/> Resides in a High-Poverty Census Tract <input type="checkbox"/> Self-Attestation Form		

## STEP 2: Complete Required Forms

<input type="checkbox"/> <b>Create</b> a <a href="#">Jobs4TN</a> <b>account</b>	<input type="checkbox"/> <b>Fill out</b> <a href="#">Required</a> <b>Forms</b>	<input type="checkbox"/> <b>Complete</b> <a href="#">YouScience</a> <i>(or gather recently completed assessments)</i>
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## STEP 3: Enrollment

Set up an enrollment appointment with Maty Partin (423)424.4240 or [mpatton@sedev.org](mailto:mpatton@sedev.org)