

## VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Documentation verified in the Management Information System (TWIST, WIT, SAVERR, sss.gov, TWC, etc.) does not need to be printed for the customer's file. Indicate the method of verification in a counselor note on the Program Detail Documentation tab.

Criteria	Qualification	Documentation	Twist Screens
<b>Social Security Number</b>	<b>Not a qualification, but is needed for reporting and employment</b>	<ul style="list-style-type: none"> <li>● Social security card</li> <li>● Social security benefits</li> <li>● DD-214, Report of Transfer or Discharge</li> <li>● Letter from social service agency</li> <li>● Pay stub</li> <li>● W-2 form</li> <li>● Any item must have the customer's social security number on it</li> </ul>	Intake Common-identity
<b>Citizenship</b>	<b>U.S. Citizen or Legal Immigrant</b>	<ul style="list-style-type: none"> <li>● Birth certificate</li> <li>● U.S. passport</li> <li>● Hospital birth record with a raised seal and doctor's signature or an extract of a U.S. hospital birth record established at the time of birth on hospital letterhead; or signed by the hospital administrator or custodian of records</li> <li>● Naturalization certification</li> <li>● Permanent Resident Card (Green Card)</li> <li>● Baptismal certificate if place of birth is shown</li> <li>● Report of birth abroad of U.S. citizen (FS-240) issued by U.S. Department of State</li> <li>● Certificate of Birth (FS-545) issued by a foreign service post</li> <li>● Certificate of U.S. Citizenship (N-561)</li> <li>● Native American Tribal Document/Card (Form I-872)</li> </ul>	Intake Common-characteristics

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<b>Eligible for Employment in the U.S.</b>	<b>Authorized to Work in the U.S.</b>	<ul style="list-style-type: none"> <li>● UI screen printout of Current Claimant Status (CTCS)</li> <li>● UI Award letter</li> </ul>			Intake Common-characteristics
		<p><b>List A</b> <i>Documents that Establish Both Identity and Employment Eligibility</i></p> <ul style="list-style-type: none"> <li>● U.S. passport or U.S. passport card</li> <li>● Permanent resident card or alien registration receipt card (INS Form I-551)</li> <li>● Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>● Employment Authorization Document that contains a photograph (INS Form I-766)</li> <li>● In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</li> <li>● Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ul>	<p><b>List B</b> <i>Documents that Establish Identity</i></p> <ul style="list-style-type: none"> <li>● Driver license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>● ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>● School ID card with a photograph</li> <li>● Voter registration card</li> <li>● U.S. Military card or draft record</li> <li>● Military dependent's ID card</li> <li>● U.S. Coast Guard Merchant Mariner Card</li> <li>● Native American tribal document</li> <li>● Driver license issued by a Canadian government authority</li> <li>● For persons under age 18 who are unable to present a document listed above:</li> <li>● School record or report card</li> <li>● Clinic, doctor, or hospital record</li> <li>● Day care or nursery school record</li> </ul>	<p><b>List C</b> <i>Documents that Establish Employment Eligibility</i></p> <ul style="list-style-type: none"> <li>● Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</li> <li>● Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>● Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>● Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal</li> <li>● Native American tribal document</li> <li>● U.S. Citizen ID Card (INS Form I-197)</li> <li>● ID Card for Use of Resident Citizen in the United States (INS Form I-179)</li> <li>● Employment Authorization Document issued by the U.S. Department of Homeland Security</li> </ul>	

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Criteria	Qualification	Documentation	Twist Screens
<b>Age</b>	<b>Youth Age 14 -21 or Age 14-24 for Youth Stimulus Funds</b>	<ul style="list-style-type: none"> <li>● Birth certificate</li> <li>● Hospital birth record</li> <li>● Driver's license</li> <li>● Government identification card (federal, state, or local)</li> <li>● Passport</li> <li>● School records/identification card</li> </ul>	Intake Common-identity
	<b>Adult 18+</b>		
<b>Selective Service Registration</b>	<b>Male 18-25 years of age</b>  <b>Born on or after January 1, 1960</b>	<ul style="list-style-type: none"> <li>● Internet verification/registration (www.sss.gov)</li> <li>● Selective Service/registration letter</li> <li>● DD-214</li> </ul>	Intake Common-characteristics
<b>Economic Eligibility</b>  Must meet at least one of the qualifications.	<b>Low Income</b> <i>Determine family members. Then, use the family size to determine low income.</i>	<ul style="list-style-type: none"> <li>● Verification of income form</li> <li>● Pay stubs</li> <li>● Employer statement/contact</li> <li>● Applicant statement (do not use for child care)</li> </ul>	Intake Common-Income
	<b>Receiving TANF or SSI</b>  <b>Receiving SNAP or was certified to receive SNAP six months prior to application</b>  <b>Member of a family receiving public assistance</b>	<ul style="list-style-type: none"> <li>● Copy of authorization to receive SSI</li> <li>● Copy of TANF or SSI check</li> <li>● TWIST</li> <li>● SAVERR or Tiers Verification</li> <li>● Referral from HHSC (Form 2588)</li> </ul>	Intake Common-Public Assistance
	<b>Homeless</b>	<ul style="list-style-type: none"> <li>● Written statement from Social Service agency</li> <li>● Written statement from an individual providing temporary residence or a shelter</li> <li>● Applicant statement</li> <li>● Court contact/documentation</li> </ul>	Intake Common-characteristics

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Criteria	Qualification	Documentation	Twist Screens
<b>Income (cont.)</b>  Must meet at least one of the qualifications.	<b>Foster Child</b>	<ul style="list-style-type: none"> <li>● Court Contact/Documentation</li> <li>● Referral documentation from a foster home or CPS</li> <li>● Telephone verification from a foster home or CPS</li> <li>● Medical card indicting foster care status</li> <li>● Verification of payment made on behalf of the child</li> </ul>	Intake Common- characteristics
	<b>Disabled Individual</b>  If a customer is not economically eligible and has a disability, document the disability, and consider the customer as a family of one for income determination purposes. Detailed information about the disability is not necessary.	<ul style="list-style-type: none"> <li>● Applicant statement</li> <li>● Medical records</li> <li>● Social Security disability records</li> <li>● Physician's statement</li> <li>● School records</li> </ul>	Intake Common- disability/ medical
<b>Exceptions ( 5% rule )</b>  Applies to customers age 14-21 only	<b>School dropout</b>	<ul style="list-style-type: none"> <li>● Drop out letter</li> <li>● Attendance record</li> <li>● Applicant statement</li> </ul>	Intake Common- Education  Program Detail –Exemptions
	<b>Basic skills deficient</b>	<ul style="list-style-type: none"> <li>● Assessed by a generally accepted standardized test (TABE)</li> <li>● School records</li> </ul>	Intake Common- characteristics  Program Detail –Exemptions

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Criteria	Qualification	Documentation	Twist Screens
<b>Exceptions (5% rule )</b>  Program Detail – Exemptions	<b>Behind grade level</b>	<ul style="list-style-type: none"> <li>● Report card</li> <li>● School records</li> </ul>	Counselor Notes Program Detail –Exemptions
	<b>Pregnant or Parenting</b>	<ul style="list-style-type: none"> <li>● Applicant Statement</li> <li>● Birth Certificate</li> <li>● School Program for Pregnant Teens</li> <li>● Statement from Social Service Agency</li> </ul>	Intake Common - characteristics Program Detail –Exemptions
	<b>Disabled, including Learning Disabilities</b>	<ul style="list-style-type: none"> <li>● Applicant Statement</li> <li>● Medical Records</li> <li>● Social Security Disability Records</li> <li>● Physician’s Statement</li> <li>● School Records</li> </ul>	Intake Common- disability/medical Program Detail –Exemptions
	<b>Homeless or runaway</b>	<ul style="list-style-type: none"> <li>● Written statement from social service agency</li> <li>● Written statement from an individual providing temporary residence or a shelter</li> <li>● Applicant statement</li> </ul>	Intake Common- characteristics Program Detail –Exemptions
	<b>Offender</b>	<ul style="list-style-type: none"> <li>● Applicant statement</li> <li>● Court documents</li> <li>● Halfway house resident</li> <li>● Letter of parole</li> <li>● Letter from probation officer</li> <li>● Police records</li> <li>● Self certification</li> <li>● TWIST TDW or TYC verification</li> </ul>	Intake Common- characteristics Program Detail –Exemptions
	<b>Dependent member of a single parent family</b>	<ul style="list-style-type: none"> <li>● Applicant statement Financial Aid Application</li> </ul>	Intake Common – Family Program Detail –Exemptions

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Criteria	Qualification	Documentation	Twist Screens
<b>School Status</b> Determined at time of first service	<b>In-School</b>	<ul style="list-style-type: none"> <li>● School record(s)</li> </ul>	Program Detail-Program Summary
	<b>Out-of-School</b>		
<b>Youth Challenges to Employment</b>	<b>Deficient in basic literacy skills</b>	<ul style="list-style-type: none"> <li>● Assessed by generally accepted standardized test (TABE)</li> <li>● School records</li> </ul>	Intake Common-characteristics
	<b>Dropout</b>	<ul style="list-style-type: none"> <li>● Attendance record</li> <li>● Dropout letter</li> <li>● Applicant statement</li> </ul>	Intake Common-education
	<b>Homeless</b>	<ul style="list-style-type: none"> <li>● Written statement from shelter</li> <li>● Written statement from social service agency</li> <li>● Written statement from an individual providing temporary residence</li> </ul>	Intake Common-characteristics
	<b>Runaway</b>	<ul style="list-style-type: none"> <li>● Written statement from shelter</li> <li>● Written statement from social service agency</li> </ul>	Intake Common-characteristics
	<b>Foster Child</b>	<ul style="list-style-type: none"> <li>● Court contact/documentation</li> <li>● Medical card indicating foster care status</li> <li>● Verification of payment made on behalf of the child</li> <li>● Referral documentation from a foster home or CPS</li> <li>● Telephone verification from a foster home or CPS</li> </ul>	Intake Common-characteristics

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Criteria	Qualification	Documentation	Twist Screens	
<b>Youth Challenges to Employment (cont.)</b>	<b>Pregnant or Parenting</b>	<ul style="list-style-type: none"> <li>● Applicant statement</li> <li>● Birth certificate</li> <li>● Hospital record of birth</li> <li>● Medical card</li> <li>● Referrals for official agencies</li> <li>● School program for pregnant teens</li> </ul>	<ul style="list-style-type: none"> <li>● Physician's note</li> <li>● School records</li> <li>● Statement form social service agency</li> <li>● Self certification</li> <li>● TWIST TDCJ or TYC verification</li> </ul>	Intake Common-characteristics
	<b>Offender</b>	<ul style="list-style-type: none"> <li>● Applicant statement</li> <li>● Court documents</li> <li>● Halfway house resident</li> <li>● Letter of parole</li> </ul>	<ul style="list-style-type: none"> <li>● Letter from probation officer</li> <li>● Police records</li> <li>● Self certification</li> </ul>	Intake Common-characteristics
	<p><b>Other youth who face serious challenges to employment in a board-designated category:</b> Refers to individuals (including youth with a disability) who require additional assistance to complete an educational program, or to secure and hold employment. Following are examples of youth who meet this challenge:</p>			
	<b>Board Designated Challenges</b>	An individual, determined by a public or private agency as requiring additional assistance to complete an educational program or to secure and retain employment	<ul style="list-style-type: none"> <li>● Letter from drug or alcohol rehab agency</li> <li>● Letter from child study team stating specific disability</li> <li>● Medical records</li> </ul>	<ul style="list-style-type: none"> <li>● Applicant statement</li> <li>● Physician's statement</li> <li>● Psychiatrist's diagnosis</li> <li>● Psychologist's diagnosis</li> <li>● School records</li> <li>● Referral from a public or private agency (i.e., WFS)</li> </ul>
	14- and 15-year olds needing additional assistance to secure and retain employment during the summer months or other vacation periods when not in school	<ul style="list-style-type: none"> <li>● Proof of age</li> </ul>		Program Detail-Exemptions  Counselor Notes

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<b>Youth Challenges to Employment</b>  (cont.)	<b>Board Designated Categories</b>	Behind one or more grade level(s)	<ul style="list-style-type: none"> <li>● Behind grade level chart</li> <li>● Proof of age</li> <li>● School record</li> </ul>	Program Detail-Exemptions  Counselor Notes
	Habitually truant needing additional assistance to complete an educational program.	<ul style="list-style-type: none"> <li>● School record</li> <li>● Letter from truant officer</li> <li>● Court records showing truancy</li> </ul>	Program Detail-Exemptions  Counselor Notes	
	A dependent member of a single parent family needing additional assistance to complete an education program.	<ul style="list-style-type: none"> <li>● Family member applicant statement</li> </ul>	Program Detail-Exemptions  Counselor Notes	
	Failed all or part of the TAKS test required for graduation and needs additional assistance to complete an educational program.	<ul style="list-style-type: none"> <li>● School records</li> <li>● Copy of test results</li> </ul>	Program Detail-Exemptions  Counselor Notes	
	Lacks a significant work history and needs additional assistance to secure and retain employment. (Has not worked for same employer, full or part-time, for a minimum of 3 of last 12 months.)	<ul style="list-style-type: none"> <li>● Applicant statement</li> <li>● Wage records</li> </ul>	Program Detail-Exemptions  Counselor Notes	

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Criteria	Qualification	Documentation	Twist Screens
<b>Terminated, laid off, or received notice of termination or layoff; demonstrates attachment to workforce; unlikely to return to previous industry or occupation.</b>	Worker Profiled	<ul style="list-style-type: none"> <li>● Printout of WIT screen with dollar sign icon on a red background</li> <li>● RRES Outreach letter</li> <li>● Print out of WIT/RRES Add Service/Exempt Orientation screen</li> <li>● WIT.com weekly RRES outreach list displaying customer's name</li> </ul>	Intake Common-characteristics
	Trade Adjustment Act (TAA)	<ul style="list-style-type: none"> <li>● TAA Eligibility in TWIST</li> </ul>	Program Detail-Dislocated Worker tab
	Attachment to Workforce – eligible for or exhausted UI or otherwise shows attachment	<ul style="list-style-type: none"> <li>● Staff verified UI status in TPTX1- UI Screen –Current Claimant Status (CTCS) -to show eligible for UI</li> <li>● Has not filed for UI but is monetarily eligible</li> <li>● Signed addendum with information showing past employment and therefore attachment to the workforce</li> </ul>	Intake Common-characteristics, Counselor notes
	Terminated / Laid off	<ul style="list-style-type: none"> <li>● Lay off notice from employer</li> <li>● UI adjudication letter determining customer is eligible for UI</li> <li>● TPTX1 Printout displaying eligibility</li> </ul>	Intake Common-characteristics
	Unlikely to return to same industry or occupation	<ul style="list-style-type: none"> <li>● Signed addendum indicating customer is unable to find work in his/her most recent occupation or industry</li> <li>● Counselor note indicating unsuccessful job search due to economic conditions</li> </ul>	Intake Common-characteristics, Counselor notes
<b>Terminated, laid off or received notice as a result of permanent closure or substantial layoff.</b>	Permanent Closure Substantial Layoff Planned Closure Public Notice	<ul style="list-style-type: none"> <li>● Letter from the employer – no other proof is necessary</li> <li>● Telephone verification of closing or substantial lay off documented in TWIST counselor notes</li> <li>● Company filed WARN act notice of a closure or lay off</li> <li>● Public notice of a closure and proof of the customer's employment at the facility publishing the notice such as a check stub or UI wage record</li> </ul>	Intake Common-characteristics

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Criteria	Qualification	Documentation	Twist Screens
<b>Formerly self-employed and presently unemployed because of general economic conditions in the community where the customer resides, or because of a natural disaster</b>	Formally Self-Employed	<ul style="list-style-type: none"> <li>● Business License/Permit</li> <li>● IRS records</li> <li>● Other financial documents such as business receipts or billings</li> <li>● Customer signed statement explaining self-employment</li> </ul>	Intake Common-characteristics
	Local Economic Conditions	<ul style="list-style-type: none"> <li>● High unemployment rate</li> <li>● Labor market information documented in counselor notes showing how poor economic conditions resulted in loss of business</li> <li>● Financial records showing loss of a supplier or customer</li> <li>● Customer signed statement explaining how economic conditions resulted in loss of self-employment</li> </ul>	Intake Common-characteristics
	Resides in area affected by natural disaster	<ul style="list-style-type: none"> <li>● Federal state declaration of disaster with some proof that customer resided in the area (utility bill or other mail to address, Disaster Unemployment Insurance, other proof that meets the reasonable person test)</li> <li>● TWC declared disaster resulting in permanent dislocation</li> </ul>	Intake Common-characteristics
<b>Displaced Homemaker</b>	Provided unpaid services to family members in the home	<ul style="list-style-type: none"> <li>● IRS documents</li> <li>● Customer signed statement or counselor notes explaining unpaid services</li> </ul>	Intake Common – Dislocated Worker, Counselor Notes
	Has been supported by the income of a family member, but is no longer supported by that income:	<ul style="list-style-type: none"> <li>● IRS documents</li> <li>● Court records</li> <li>● Medical records/death certificate</li> <li>● Bank or financial records</li> <li>● Customer signed statement or counselor notes stating changes in receipt of family member's support</li> </ul>	
	Unemployed or underemployed and having difficulty obtaining or upgrading employment	<ul style="list-style-type: none"> <li>● WIT.com verification of work search</li> <li>● Customer statement showing underemployment</li> <li>● Customer logs documenting work search</li> <li>● Counselor note documenting lack of skill or experience to find a good job</li> </ul>	

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<b>Formerly confined by TDCJ Institutional Division or State Jail</b>	With in 1 year after release  Currently under supervision or with in one year after completion of parole	<ul style="list-style-type: none"> <li>● TWIST verification</li> <li>● Form E-37</li> <li>● Phone verification through Parole Officer</li> </ul>	Counselor Notes
<b>Adjudicated youth ages 16-21 formerly confined in a Texas Youth Facility</b>		<ul style="list-style-type: none"> <li>● TWIST verification</li> <li>● E-37</li> <li>● Phone verification through Parole Officer</li> </ul>	Counselor Notes
<b>Formally confined in a Substance Abuse Felony Punishment Facility</b>	Within a year after release	<ul style="list-style-type: none"> <li>● TWIST verification</li> <li>● E-37</li> <li>● Phone verification through Parole Officer</li> </ul>	Counselor Notes
<b>Attending School 25 + hours</b>		<ul style="list-style-type: none"> <li>● School transcript</li> <li>● Copy of current schedule</li> <li>● Statement of hours from registrar</li> </ul>	Counselor Notes

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<b>Working</b>		<ul style="list-style-type: none"> <li>● Pay check stubs</li> <li>● Phone verification through employer</li> <li>● Letter from the employer on letterhead</li> <li>● Self-employment</li> <li>● Start date of business</li> <li>● Type of business</li> <li>● Place of business</li> <li>● Type of product or service</li> <li>● Last month's income</li> <li>● Average monthly income for the last year</li> </ul>	Counselor Notes
<b>Cooperating with the Office of the Attorney General regarding child support</b>	Customers requesting financial aid for child care must cooperate with the Office of the Attorney General	<ul style="list-style-type: none"> <li>● OAG verification from the customer</li> <li>● Court decree</li> <li>● Divorce decree stating amount of support</li> <li>● Check stub from the county or attorney general</li> <li>● A letter or list of support payment from the county or attorney general</li> <li>● Electronic bank statement showing deposits of support</li> </ul>	Counselor Notes
<b>Eligible Children</b>	<ul style="list-style-type: none"> <li>● Natural parent</li> <li>● Adoptive parent</li> <li>● Stepparent</li> <li>● Legal guardian</li> <li>● Person standing in <i>loco parentis</i></li> <li>● Age of child</li> <li>● Disabled child under age 19</li> </ul>	<ul style="list-style-type: none"> <li>● Self certification</li> <li>● Document from the Office of the Attorney General (OAG)</li> <li>● Proof of child care payments being made</li> <li>● Birth Certificate</li> <li>● Doctor's statement or statement from a facility of treatment</li> </ul>	Counselor Notes
<b>CPS Foster Care Families</b>		<ul style="list-style-type: none"> <li>● A recent (within six months) CPS safety plan or CPS placement agreement</li> <li>● Court order naming the individual as the caretaker</li> <li>● Letter from CPS that confirms the children's placement with the caretaker is ongoing</li> </ul>	Counselor Notes

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