

## VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

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> </ul>	Intake Common-identity
<b>Citizenship</b>	<b>U.S. Citizen</b>	<ul style="list-style-type: none"> <li>● Birth certificate</li> <li>● U.S. passport</li> <li>● Hospital birth record</li> <li>● Naturalization certification</li> <li>● Baptismal certificate if place of birth is shown</li> </ul>	Intake Common-characteristics
	<b>Non-citizen, eligible to work in the U.S.</b>	<ul style="list-style-type: none"> <li>● Alien Registration card indicating right to work (INS Form I-151, I-94, I-688A)</li> <li>● Social Security card Stamped "Work Eligible" (non-citizens only) with driver's license (or picture ID)</li> <li>● Citizenship/Alien Status Authorization to Work form</li> <li>● Foreign passport stamped "Eligible to Work"</li> </ul>	Intake Common-characteristics
<b>Age</b>	<b>Youth Age 14 -21</b>	<ul style="list-style-type: none"> <li>● Birth certificate</li> <li>● Hospital birth record</li> </ul>	Intake Common-identity
	<b>Adult 18+</b>	<ul style="list-style-type: none"> <li>● Driver's license</li> <li>● Government identification card (federal, state, or local)</li> <li>● Passport</li> <li>● School records/identification card</li> </ul>	
<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 (<a href="http://www.sss.gov">www.sss.gov</a>)</li> <li>● Selective Service/registration letter</li> <li>● DD-214</li> </ul>	Intake Common-characteristics

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<b>Income</b> Must meet at least one of the qualifications. Family size is needed to determine customer's income	<b>Family Size</b>	<ul style="list-style-type: none"> <li>● Applicant statement (family status)</li> </ul>	Intake Common-Family
	<b>Low Income</b>	<ul style="list-style-type: none"> <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/ Food Stamps</b>	<ul style="list-style-type: none"> <li>● TWIST</li> <li>● SAVERR or Tiers Verification</li> <li>● Referral form 2588 from HHSC</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
	<b>Foster Child</b>	<ul style="list-style-type: none"> <li>● Court Contact/Documentation</li> <li>● Medical card</li> <li>● Verification of payment made on behalf of the child</li> </ul>	Intake Common-characteristics
	<b>Disabled Youth</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
<b>Exceptions ( 5% rule )</b> Program Detail –Exemptions 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
	<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

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<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
	<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
	<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
	<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
	<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> </ul>	Intake Common-characteristics
	<b>Dependent member of a single parent family</b>	<ul style="list-style-type: none"> <li>● Applicant statement (family status)</li> </ul>	Intake Common – Family
<b>Out-of-school</b>  Determined at time of first service	Dropout (no HS Diploma or GED) <b>or</b> Has HS Diploma or GED <b>and is</b> Unemployed (did not work seven days prior to application and is seeking and available to work) <b>or</b> Underemployed (overqualified for current job or working less hours than desired) <b>or</b> Basic skills deficient	<ul style="list-style-type: none"> <li>● School record(s)</li> </ul>	Program Detail-Program Summary

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Criteria	Qualification	Documentation	Twist Screens	
<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</li> <li>● Verification of payment made on behalf of the child</li> </ul>	Intake Common-characteristics	
	<p><b>Pregnant or Parenting</b></p> <ul style="list-style-type: none"> <li>● Individuals who are pregnant or parenting.</li> </ul> <p><b>Note:</b> Parenting is defined in behavioral terms</p>	<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> </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

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Criteria	Qualification	Documentation	Twist Screens	
<b>Youth Challenges to Employment (cont.)</b>  <b>Board Designated Categories</b>	<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:			
	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> </ul>	Program Detail-Exemptions
	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
	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
	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
	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
	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
	Lacks a significant work history and needs additional assistance to secure and retain employment. (Has not worked for same employer 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

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<b>Unemployed through no fault of their own, or received an official layoff notice</b>	<b>Worker Profiled</b>	<ul style="list-style-type: none"> <li>● Copy of Worker Profile letter or</li> <li>● Confirm on RRS screen 1 or 5</li> </ul>	Intake Common-characteristics
	<b>Trade Adjustment Act (TAA)</b>	<ul style="list-style-type: none"> <li>● Verification from TWIST TAA records</li> <li>● TAA petition approval letter</li> </ul>	Program Detail-DisLoc.Worker tab
	<b>UI Eligible / Attachment to Workforce</b>	<ul style="list-style-type: none"> <li>● Staff verified UI status in TPTX1 determined eligible or has not filed but is monetarily eligible</li> <li>● Signed addendum with information showing past employment and therefore attachment to the workforce</li> </ul>	Intake Common-characteristics
	<b>Terminated / Laid off</b>	<ul style="list-style-type: none"> <li>● Lay off notice from employer or</li> <li>● Signed addendum stating did not quit or was not fired for cause</li> <li>● UI adjudication letter determining customer is eligible for UI</li> </ul>	Intake Common-characteristics
	<b>Unlikely to return to same industry or occupation</b>	<ul style="list-style-type: none"> <li>● Signed addendum showing unsuccessful job search in recent occupation or industry because of skill limitation <b>or</b></li> <li>● Counselor note indicating unsuccessful job search due to economic conditions</li> </ul>	Intake Common-characteristics
	<b>Permanent Closure</b> <b>Substantial Layoff</b> <b>Planned Closure</b> <b>Public Notice</b>	<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 <b>and</b> proof of the customer’s employment at the facility publishing the notice:                             <ul style="list-style-type: none"> <li>– Check stub <b>or</b></li> <li>– UI wage record</li> </ul> </li> </ul>	Intake Common-characteristics
	<b>Formally Self Employed</b>	<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

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<b>Unemployed through no fault of their own, or received an official layoff notice</b>	<b>Local Economic Conditions</b>	<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
	<b>Natural Disaster</b>	<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>	<ul style="list-style-type: none"> <li>● Proof of providing unpaid services in the home of a family member                             <ul style="list-style-type: none"> <li>– IRS documents</li> <li>– Customer signed statement or counselor notes explaining unpaid services</li> </ul> </li> <li><i>and</i></li> <li>● 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> </li> <li><i>and</i></li> <li>● Is unemployed or underemployed and having difficulty obtaining or upgrading employment</li> <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>	Intake Common-characteristics

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Criteria	Qualification	Documentation	Twist Screens
<b>Receiving Temporary Assistance for Needy Families (TANF)</b>		<ul style="list-style-type: none"> <li>● TWIST verification</li> <li>● SAVERR verification</li> <li>● Referral form 2588 from HHSC</li> </ul>	Intake Common-Public Assistance
<b>Receiving Food Stamps</b>		<ul style="list-style-type: none"> <li>● TWIST verification</li> <li>● SAVERR verification</li> </ul>	Intake Common-Public Assistance
<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>	With in 1 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 30 + 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> (Each credit hour equals three hours in school)	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</li> <li>● OAG system verification</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 loco parentis</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