

Workforce Solutions

NEG Eligibility Documentation Guide

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Customers must provide documentation for the eligibility criteria listed below and one of the categories listed under Dislocated Worker Status.

General Eligibility Criteria	Documentation Source
CITIZENSHIP/ELIGIBLE NON-CITIZEN	<ol style="list-style-type: none"> 1. Birth Certificate 2. Naturalization Certification 3. Passport 4. Foreign Passport w/ "Eligible to Work" stamp 5. Baptismal Certificate (if place of birth is shown) 6. Hospital Record of Birth 7. Social Service Agency Records (if place of birth is shown) 8. Social Security Card w/ "Work Eligible" stamp (noncitizens only) w/ picture ID 9. Alien Registration Card indicating "Right to Work" 10. DD-214 Report of Transfer or Discharge (if place of birth is shown)
BIRTHDAY/AGE	<ol style="list-style-type: none"> 1. Birth Certificate 2. Naturalization Certification 3. Passport 4. Driver's License 5. School Records 6. Work Permit 7. Tribal Documentation 8. DD-214 Report of Transfer or Discharge
SELECTIVE SERVICE REGISTRANT For men born on or after January 1, 1960.	<ol style="list-style-type: none"> 1. Selective Service Letter or Registration/Letter 2. Internet Verification/Registration (http://www.sss.gov) 3. Telephone Verification 847.688.8888

Customers must be *temporarily* or *permanently* dislocated from work as a result Hurricane Ike **- or -** meet one of the following eligibility criteria for Dislocated Worker.

Dislocated Worker Status	Documentation Source
Terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise	<ol style="list-style-type: none"> 1. Certification of expected separation 2. Letter from employer 3. TWC Verification 4. Telephone Verification 5. Self Certification
Employed at a facility at which the employer has made a general announcement that such facility will close within 180 days	<ol style="list-style-type: none"> 1. Applicant Statement 2. Media Source 3. Self Certification 4. Telephone Verification
Employed at a facility at which the employer has made a general announcement that such facility will close	<ol style="list-style-type: none"> 1. Applicant Statement 2. Media Source 3. Self Certification 4. Telephone Verification
Self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed	<ol style="list-style-type: none"> 1. Bankruptcy documentation 2. Business License/Permit 3. Financial Statement 4. Foreclosure Notice 5. IRS Documentation 6. Lending Institution Documentation 7. Self Certification 8. Telephone Verification
Displaced homemaker	<ol style="list-style-type: none"> 1. Applicant statement 2. Bank/ Financial Records 3. Court Records 4. IRS Documentation 5. HHSC Verification 6. Medical Record
Unemployed and seeking employment at the time of the covered disaster	<ol style="list-style-type: none"> 1. Employment Agency 2. Prospective Employer 3. TWC Verification
Individuals who were seeking employment prior to the covered disaster	<ol style="list-style-type: none"> 1. Employment Agency 2. Prospective Employer 3. TWC Verification
Individuals who do not currently have employment opportunities to return to the covered disaster	<ol style="list-style-type: none"> 1. TWC Approved Labor Market Analysis 2. TWC Verification 3. Self Certification
Migrant and seasonal farm workers who are dislocated from their work due to the covered disaster and who earned more than half of their annual income employed as a farm worker or food processor and unable to commute to their permanent residence nightly.	<ol style="list-style-type: none"> 1. Documentation of employee's migrant employment in a seasonal occupation 2. Employer or union representative letter describing seasonal layoff in seasonal occupation. 3. Copies of termination notices identifying employer and employee 4. Copies of employee's pay stubs identifying seasonal employer.