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| **WS 18-03** |
| **October 3, 2018** |
| **Basic/Expanded Service** |
| Expires: **Continuing** |

To: Adult Education Consortium Providers

# From: Gulf Coast Workforce Board

Subject: Approved Forms of Identity

##### Purpose

To provide Adult Education Consortium providers with information and guidance on the collection of identification from participants, specifically the acceptable forms of identification and when to collect it.

##### Background

Ensuring verification of the identity of program participants supports program safety and security procedures. Additionally, an individual’s identification can be used to ensure consistency between the spelling of the individual’s name during program intake and subsequent entry into the Texas Educating Adults Management System (TEAMS). Correct spelling of an individual’s name—including spaces, hyphens, and capitalization—can reduce high school equivalency (HSE) attainment mismatches between the Texas Education Agency (TEA) HSE database and TEAMS. For example, if “De la Cruz” is entered into TEAMS, but the name on the identification given to the HSE testing center is “Dela Cruz” or “Delacruz,” there will be a mismatch between TEAMS and the TEA HSE database.

##### Action

AEL consortium providers must include a copy of one of the following forms of identification in an individual’s file to document the individual’s identity:

* Birth Certificate
* Official record showing date of birth
* Baptismal record
* DD-214, Certificate of Release or Discharge from Active Duty
* Driver’s license
* Federal, state, or local government identification card
* Hospital record of birth
* Passport
* Public assistance/social service record
* School records
* School identification card
* Work permit
* Native American tribal document
* Other official documents issued by a federal, state, or local government agency, such as discharge documents from the Texas Department of Criminal Justice, with date of birth included, or a voter registration card or certificate.
* Other official documents issued by a foreign government agency, such as a consular identification card

To document identity, AEL consortium providers may:

* accept approved forms of identification from another state or country;
* accept approved forms of identification that are expired; and
* required additional forms of identification for enrollment into the local AEL program.

**Collecting Forms of Identification**

AEL consortium providers must implement a process for obtaining a copy of an approved form of identification during the comprehensive assessment process; this process must be documented in the provider’s standard operating procedures for comprehensive assessment.

AEL providers must adhere to the requirements on handling PII, such as eligibility documentation, set forth in WS Letter 13-08, issued April 1, 2008, and entitled, “Security of Personal Identity Data,” including any subsequent issuances, and WS Letter 02-18, issued March 23, 2018, and entitled, “Handling and Protection of Personally Identifiable Information and Other Sensitive Information,” including any subsequent issuances, including, but not limited to, the following:

* Sending, receiving, processing, accessing, and storing personally identifiable information (PII) must be performed only on approved computers, and not on personal mobile or computer devices.
* Photocopy machines and scanners used to copy PII must be in a secured or restricted area.
* Only authorized users may access or photocopy PII.

If an AEL consortium provider is unable to obtain an approved form of identity documentation from an individual, the AEL provider must document the extenuating circumstances in the individual’s file.

##### Questions

Staff should first ask questions of their managers or supervisors. Direct questions to the Gulf Coast Consortium Lead Agency Staff through the [Submit a question](mailto:R6aeltechnicalassistance@esc6.net) link.