

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Documentation verified in the TIERS system, sss.gov, or WIT must be stored in the document management system with other documentation. Documentation verified in TWIST does not need to be printed for the file. Indicate the method of verification in a TWIST Counselor Note.

Information should be recorded in Intake Common. If a Program Detail exists, also record on corresponding Program Detail screen.

NOTE: Other documentation sources may appear in the TWIST Documentation Source drop-down menu; however, the only allowable sources are those listed here.

General Eligibility			
Criteria	Qualification	Documentation	Twist Screens
Age <i>Not required for Dislocated Worker</i>	In-School Youth: Age 14 -21 At time of eligibility determination	<ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate (preferred) <input type="checkbox"/> Official record showing date of birth <input type="checkbox"/> Baptismal record <input type="checkbox"/> DD-214, DD-215 Transfer/Discharge/Disability <input type="checkbox"/> Driver's license <input type="checkbox"/> Federal, state, or local government identification card <input type="checkbox"/> Hospital record of birth <input type="checkbox"/> Passport <input type="checkbox"/> Public assistance/social service records <input type="checkbox"/> School records <input type="checkbox"/> School identification card <input type="checkbox"/> Work permit <input type="checkbox"/> Native American tribal document <input type="checkbox"/> Other official document 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 	Intake Common- Identity
	Out-of-School Youth: Age 16-24 At time of eligibility determination		
	Adult: 18+		
Selective Service Registration	Males 18 years and older, born on or after 1/1/1960, must register for Selective Service no later than the day before their 26th birthday	<ul style="list-style-type: none"> <input type="checkbox"/> Selective Service System letter/registration letter <input type="checkbox"/> Internet verification/registration (http://www.sss.gov referenced in TWIST Counselor Notes) <input type="checkbox"/> Telephone verification (847) 688-6888 or toll free 1-888-665-1825 referenced in TWIST Counselor Notes) <input type="checkbox"/> DD-214, DD-215 Transfer/Discharge/Disability <input type="checkbox"/> Self certification, including any required documentation, maintained in the document management system and referenced in TWIST Counselor Notes 	Intake Common- Characteristics

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General Eligibility					
Criteria	Qualification	Documentation			Twist Screens
<p>Eligible for Employment in the U.S.</p>	<p>Authorized to Work in the U.S.</p> <p>Requires:</p> <p>Authorization to Work checklist</p> <p>AND</p> <p>One item from list A</p> <p>OR</p> <p>One item from both list B and list C</p> <p>All items must be current and unexpired</p>	<p>List A <i>Documents that Establish Both Identity and Employment Eligibility</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> U.S. passport or U.S. passport card <input type="checkbox"/> Permanent resident card or alien registration receipt card (INS Form I-551) <input type="checkbox"/> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa <input type="checkbox"/> Employment Authorization Document that contains a photograph (INS Form I-766) <input type="checkbox"/> 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 <input type="checkbox"/> 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 	<p>List B <i>Documents that Establish Identity</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> School ID card with a photograph <input type="checkbox"/> Voter registration card <input type="checkbox"/> U.S. Military card or draft record <input type="checkbox"/> Military dependent's ID card <input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card <input type="checkbox"/> Native American tribal document <input type="checkbox"/> Driver license issued by a Canadian government authority ● For persons under age 18 who are unable to present a document listed above: <ul style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day care or nursery school record 	<p>List C <i>Documents that Establish Employment Eligibility</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Certification of Birth Abroad issued by the Department of State (Form FS-240) <input type="checkbox"/> Certification of Report of Birth issued by the Department of State (Form DS-1350) <input type="checkbox"/> 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 <input type="checkbox"/> Native American tribal document <input type="checkbox"/> U.S. Citizen ID Card (INS Form I-197) <input type="checkbox"/> ID Card for Use of Resident Citizen in the United States (INS Form I-179) <input type="checkbox"/> Employment Authorization Document issued by the U.S. Department of Homeland Security <input type="checkbox"/> Screen-print of Unemployment Insurance screen Current Claim Status <input type="checkbox"/> Unemployment Insurance award letter <input type="checkbox"/> Expedited Eligibility through TAA <input type="checkbox"/> Expedited eligibility for an RESEA customer outreached within the last ten (10) weeks. 	<p>Intake Common- Characteristics</p>

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Adult			
Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		Twist Screens
<p>Economic Eligibility</p> <p><i>Only one qualification required</i></p>	<p>Individual Status/ Family Size</p> <p>Required in conjunction with Individual/Family Income or to document a member of a family receiving public assistance to demonstrate low-income</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification per the Financial Aid Application <input type="checkbox"/> Birth certificate <input type="checkbox"/> Divorce decree <input type="checkbox"/> Court documents <input type="checkbox"/> Marriage certificate <p>Note: A customer with a disability can be considered a “family of one” if his/her family income exceeds the income guidelines.</p>	Intake-Common Family Tab*
	<p>Disabled Individual</p> <p><i>Must also determine income</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes 	Intake Common-Disability/Medical
	<p>Income</p> <p>Determine family size. Then, use the family size to determine low income</p> <p>Note: Not required if using TANF, SNAP, SSI, Homeless, School Lunch, OR Foster Care to determine low income</p> <p>Note: Provide documentation for each applicable income source for each family member.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Alimony agreement <input type="checkbox"/> Award letter from Veterans Affairs <input type="checkbox"/> Bank statement <input type="checkbox"/> Compensation award letter <input type="checkbox"/> Employer statement/contact <input type="checkbox"/> Family or business financial records <input type="checkbox"/> Pay stubs <input type="checkbox"/> Pension statement <input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Quarterly estimated tax for self-employed persons (Schedule C) <input type="checkbox"/> Unemployment Insurance documents and/or printout <input type="checkbox"/> Court award letter <input type="checkbox"/> Self-employment verification form <input type="checkbox"/> Other official document issued by a federal, state, or local government agency such as the Texas Department of Housing and Community Affairs, indicating monetary amount of assistance <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes. (Use only if no other method is available.) 	Intake-Common Income

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Adult			
Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
Economic Eligibility (cont.) <i>Only one qualification required</i>	An individual or family member* who is receiving TANF or has received TANF in the last 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> TWIST TANF History screens <input type="checkbox"/> Copy of HHSC records (TIERS) <input type="checkbox"/> Copy of out-of-state HHSC/public assistance documentation referenced in TWIST Counselor Notes and maintained in the document management system <input type="checkbox"/> Documentation of receipt of TANF from an authorizing/distributing agency 	Intake Common-Public Assistance
	An individual or family member* who is receiving SNAP or has received SNAP in the last 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> TWIST SNAP History screen <input type="checkbox"/> Copy of HHSC records (TIERS) <input type="checkbox"/> Documentation from an authorizing agency of receipt of SNAP <input type="checkbox"/> Telephone or written verification from HHSC 	Intake Common-Public Assistance
	An individual or family member* who is receiving SSI or has received SSI in the last 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of authorization to receive cash public assistance <input type="checkbox"/> Public assistance record <input type="checkbox"/> Social Security benefits letter <input type="checkbox"/> Telephone verification 	Intake Common-Public Assistance
	An individual or family member* who is receiving other public assistance or has received other public assistance in the last 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization to receive cash public assistance <input type="checkbox"/> Public assistance check <input type="checkbox"/> Medical card showing cash grant status <input type="checkbox"/> Refugee assistance records <input type="checkbox"/> Local cash assistance program 	Intake Common-Public Assistance
	Homeless	<ul style="list-style-type: none"> <input type="checkbox"/> WIT record or Self certification appearing in TWIST from WIT <input type="checkbox"/> Customer statement to staff entered in TWIST Counselor Notes <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <input type="checkbox"/> Written statement from an individual or social service agency providing residence shelter referenced in TWIST Counselor Notes and maintained in the document management system 	Intake Common-Characteristics

*Based on the WIOA definition of family.

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Adult			
Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
Economic Eligibility (cont.) <i>Only one qualification required</i>	Foster Child	<ul style="list-style-type: none"> <input type="checkbox"/> Official document issued by a federal, state, local government agency <input type="checkbox"/> Court records 	Intake Common-Characteristics
	Receives or is eligible to receive free or reduced-priced lunch	<ul style="list-style-type: none"> <input type="checkbox"/> School records 	Intake Common-Characteristics
	Basic Skills Deficient <i>Scored 8.9 or below on standardized test (TABE)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Assessed by generally accepted standardized test (TABE) <input type="checkbox"/> School records 	Intake Common-Characteristics and Assessments

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Dislocated Worker				
Criteria	Qualification	Documentation	Twist Screens	
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>			
Expedited Eligibility	Trade Adjustment Act (TAA)	<ul style="list-style-type: none"> <input type="checkbox"/> An open TAA Program Detail in TWIST <input type="checkbox"/> An open TAA occupational or educational training service in TWIST <p>Note: Customers who qualify under TAA also qualify as a Dislocated Worker; however, general eligibility criteria must be verified.</p>	Program Detail- Dislocated Worker tab	
	RESEA customer outreached for RESEA within the last ten (10) weeks	<ul style="list-style-type: none"> <input type="checkbox"/> A copy of RESEA outreach letter dated within the past ten (10) weeks. 	Program Detail – Dislocated Worker tab	
Terminated, laid off, or received notice of termination or layoff; eligible for or exhausted Unemployment Insurance benefits; and unlikely to return to previous industry or occupation. <i>(Must meet all three qualifications.)</i>	Terminated/Laid off	<ul style="list-style-type: none"> <input type="checkbox"/> Verbal declaration, entered into TWIST Counselor Notes <input type="checkbox"/> Self certification, referenced in TWIST Counselor Notes and maintained in the document management system <input type="checkbox"/> Customer’s self-reported date of dislocation in WorkInTexas.com <input type="checkbox"/> TWC Verification i.e. tptx1 printout <input type="checkbox"/> TWIST Rapid Response list <input type="checkbox"/> Notice of layoff <input type="checkbox"/> Public announcement <input type="checkbox"/> WARN notice <input type="checkbox"/> Telephone/written verification from employer <input type="checkbox"/> Employer verification 	Intake Common- Dislocated Worker tab	
	Unemployment Insurance	Eligible for, or has exhausted Unemployment Insurance benefits	<ul style="list-style-type: none"> <input type="checkbox"/> Staff verified Unemployment Insurance status in TPTX1- Unemployment Insurance Screen – Current Claimant Status (CTCS) - to show eligible for Unemployment Insurance <input type="checkbox"/> Unemployment Insurance award letter 	Intake Common- Employment Status
	Unemployment Insurance	Ineligible for Unemployment Insurance because of insufficient earnings or worked for an employer not covered under state Unemployment Insurance but can show attachment to the workforce	<ul style="list-style-type: none"> <input type="checkbox"/> Unemployment Insurance letter stating reason for denial <input type="checkbox"/> Telephone/written verification from employer referenced in TWIST Counselor Notes 	Intake Common- Employment Status
	Unlikely to return to same industry or occupation		<ul style="list-style-type: none"> <input type="checkbox"/> Labor market analysis, or <input type="checkbox"/> Labor market Information, or <input type="checkbox"/> Unsuccessful job search in the same industry or occupation <input type="checkbox"/> AND Documentation in TWIST Counselor Notes stating the reason customer is unlikely to return to same industry or occupation. 	Intake Common- Characteristics, Counselor notes

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Dislocated Worker			
Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
Separating military service members	<ul style="list-style-type: none"> ● Recently separated, (within 48 months) discharged not dishonorably (voluntarily or involuntarily), and ● Non-retiree, and ● Unlikely to return to previous industry/occupation 	<ul style="list-style-type: none"> <input type="checkbox"/> DD-214 Certificate of Release or Discharge from Active Duty <input type="checkbox"/> DD-215 Correction to DD-214 <li style="padding-left: 20px;">AND <input type="checkbox"/> Documentation in TWIST Counselor Notes stating the reason customer is unlikely to return to same industry or occupation. 	Intake Common-Dislocated Worker: <ul style="list-style-type: none"> ● Terminated/Laid Off ● Attachment to Workforce ● Unlikely to Return Military
Business closure/ Substantial layoff	Permanent closure or substantial layoff	<ul style="list-style-type: none"> <input type="checkbox"/> Notice of layoff <input type="checkbox"/> WARN notice <input type="checkbox"/> Telephone/written verification from employer 	Intake Common-Dislocated Worker
	<ul style="list-style-type: none"> <input type="checkbox"/> Notified of planned closure within 180 days of notice (employer or media) <li style="padding-left: 20px;">OR <input type="checkbox"/> Announcement by employer of facility closure with no planned date or a date beyond 180 days of closure 	<ul style="list-style-type: none"> <input type="checkbox"/> Statement made to staff and referenced in TWIST Counselor Notes <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <input type="checkbox"/> Customer's self-reported date of dislocation in WorkInTexas.com <input type="checkbox"/> TWIST Rapid Response list <input type="checkbox"/> Notice of layoff <input type="checkbox"/> Documentation from media <input type="checkbox"/> Documentation from state dislocated worker service <input type="checkbox"/> Employer verification <input type="checkbox"/> Telephone/written verification from employer 	Intake Common-Dislocated Worker

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Dislocated Worker			
Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
Formerly self-employed and presently unemployed because of general economic conditions in the community where the customer resides, or because of a natural disaster	Formally self-employed	<ul style="list-style-type: none"> <input type="checkbox"/> Business license/permit <input type="checkbox"/> IRS records <input type="checkbox"/> TWC verification <input type="checkbox"/> Telephone or written verification from official source 	Intake Common-Dislocated Worker
	AND		
	Local economic conditions	<ul style="list-style-type: none"> <input type="checkbox"/> TWC labor market information <input type="checkbox"/> Unemployment rate <input type="checkbox"/> Other approved labor market analysis <input type="checkbox"/> Failure of business supplier <input type="checkbox"/> Failure of business customer <input type="checkbox"/> Depressed prices or market <input type="checkbox"/> Telephone/written verification from official source 	Intake Common-Dislocated Worker
	OR		
	Resides in area affected by natural disaster	<ul style="list-style-type: none"> <input type="checkbox"/> 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) <input type="checkbox"/> TWC declared disaster <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Permanent dislocation as a result of the natural disaster <input type="checkbox"/> Telephone or written verification from official source 	Intake Common-Dislocated Worker

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Dislocated Worker			
Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
Displaced Homemaker	<p>An individual who has provided unpaid services to family members in the home;</p> <p>AND</p> <p>is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment;</p> <p>AND</p> <p>has been dependent on the income of another family member but is no longer supported by that income</p> <p>OR</p> <p>Dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced because of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Deployment <input type="checkbox"/> Call or order to active duty <input type="checkbox"/> Permanent change of station <input type="checkbox"/> Service connected death or disability of the member 	<ul style="list-style-type: none"> <input type="checkbox"/> Customer statement to staff referenced in TWIST Counselor Notes <input type="checkbox"/> Self certification referenced in TWIST Counselor Notes and maintained in the document management system. 	Intake Common – Dislocated Worker
Military Spouse	<p>Spouse of a member of the Armed Forces on active duty who:</p> <ul style="list-style-type: none"> <input type="checkbox"/> lost employment as a result of relocation of duty station, or <input type="checkbox"/> is unemployed or underemployed and having difficulty finding or upgrading employment 	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification referenced in TWIST Counselor Notes and maintained in the document management system <input type="checkbox"/> Statement to staff documented in TWIST Counselor Notes 	

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Youth In School

Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.

Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		Twist Screens
School Attendance/ Status	<p>In School (14 - 21) <i>Registered or in secondary or post-secondary school or the equivalent on the date eligibility is determined</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> School record(s) <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <p>Note: A youth is “attending school” if the youth is:</p> <ul style="list-style-type: none"> ● Enrolled in a public school, charter school, private school, or disciplinary alternative education program (DAEP); ● Home-schooled; ● Attending high school equivalency programs, including those considered to be dropout re-engagement programs, funded by the public K–12 system; ● A high school graduate who has registered for postsecondary classes, even if individual is not yet attending postsecondary classes; ● Attending postsecondary classes; or ● In between postsecondary school semesters and has registered for classes for a future semester or has paid all or part of the tuition for a future semester. 	Intake Common - Education

Note: Participation in the following programs is not considered being “in school” for the purpose of determining ISY/OSY status:

- Adult education programs provided under Title II of WIOA
- YouthBuild programs
- Job Corps programs
- High School Equivalency programs (not funded by the public K–12 system)
- Dropout reengagement programs (not funded by the public K–12 system)

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Youth In School

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Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		Twist Screens
Economic Eligibility <i>Only one qualification required</i>	Individual Status/ Family Size Required in conjunction with Individual/Family Income or to document a member of a family receiving public assistance to demonstrate low-income	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification per the Financial Aid Application <input type="checkbox"/> Birth certificate <input type="checkbox"/> Decree of court <input type="checkbox"/> Divorce decree <input type="checkbox"/> Court Documents <input type="checkbox"/> Marriage certificate <p><i>Note: A customer with a disability can be considered a "family of one" if his/her family income exceeds the income guidelines.</i></p>	Intake-Common Family Tab*
	Income Determine family size. Then, use the family size to determine low income <i>Note: Not required if using TANF, SNAP, SSI, Homeless, School Lunch, Lives in a high poverty census area, OR Foster Care to determine low income</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Alimony agreement <input type="checkbox"/> Award letter from Veterans Affairs <input type="checkbox"/> Bank statement <input type="checkbox"/> Compensation award letter <input type="checkbox"/> Employer statement/contact <input type="checkbox"/> Family or business financial records <input type="checkbox"/> Pay stubs <input type="checkbox"/> Pension statement <input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Quarterly estimated tax for self-employed persons (Schedule C) <input type="checkbox"/> Unemployment Insurance documents and/or printout <input type="checkbox"/> Court award letter <input type="checkbox"/> Self-employment verification form <input type="checkbox"/> Other official document issued by a federal, state, or local government agency such as the Texas Department of Housing and Community Affairs, indicating monetary amount of assistance 	Intake-Common Income
	Disabled Individual <i>Must also determine income</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes 	Intake Common-Characteristics

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Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		Twist Screens
Economic Eligibility (con't) <i>Only one qualification required</i>	An individual or family member* who is receiving TANF or has received TANF in the last 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> TWIST TANF History screens <input type="checkbox"/> Copy of HHSC records (TIERS) <input type="checkbox"/> Copy of out-of-state HHSC/public assistance documentation <input type="checkbox"/> Documentation of receipt of TANF from an authorizing/distributing agency 	Intake Common-Public Assistance
	An individual or family member* who is receiving SNAP or has received SNAP in the last 6 months.	<ul style="list-style-type: none"> <input type="checkbox"/> TWIST SNAP History screen <input type="checkbox"/> Copy of HHSC records (TIERS) <input type="checkbox"/> Documentation from an authorizing agency of receipt of SNAP <input type="checkbox"/> Telephone verification from HHSC 	Intake Common-Public Assistance
	An individual or family member* who is receiving SSI or has received SSI in the last 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of authorization to receive cash public assistance <input type="checkbox"/> Public assistance record <input type="checkbox"/> Social Security benefits letter <input type="checkbox"/> Telephone verification 	Intake Common-Public Assistance
	An individual or family member* who is receiving other public assistance or has received other public assistance in the last 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization to receive cash public assistance <input type="checkbox"/> Public assistance check <input type="checkbox"/> Medical card showing cash grant status <input type="checkbox"/> Refugee assistance records <input type="checkbox"/> Local cash assistance program 	Intake Common-Public Assistance
	Foster Child	<ul style="list-style-type: none"> <input type="checkbox"/> Official document issued by a federal, state, local government agency <input type="checkbox"/> Court records 	Intake Common-Characteristics

**Based on the WIOA definition of family.*

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Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		Twist Screens
Economic Eligibility (con't) <i>Only one qualification required</i>	Homeless	<ul style="list-style-type: none"> <input type="checkbox"/> WIT record or Self certification appearing in TWIST from WIT <input type="checkbox"/> Customer statement to staff entered in TWIST Counselor Notes <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <input type="checkbox"/> Written statement from an individual or social service agency providing residence shelter referenced in TWIST Counselor Notes and maintained in the document management system 	Intake Common-Characteristics
	Receives or is eligible to receive free or reduced-priced lunch	<ul style="list-style-type: none"> <input type="checkbox"/> School records 	Intake Common-Characteristics
	Lives in a high poverty area.	<ul style="list-style-type: none"> <input type="checkbox"/> Proof of address <li style="text-align: center;">AND <input type="checkbox"/> Internet verification of Census Tract low income status 	Intake Common-Characteristics
Youth Challenges to Employment	Basic Skills Deficient <i>Scored 8.9 or lower on standardized test (TABE)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Assessed by generally accepted standardized test (TABE) <input type="checkbox"/> School records 	Intake Common-Characteristics
	Homeless or Runaway	<ul style="list-style-type: none"> <input type="checkbox"/> WIT record or Self certification appearing in TWIST from WIT <input type="checkbox"/> Customer statement to staff entered in TWIST Counselor Notes <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <input type="checkbox"/> Written statement from an individual or social service agency providing residence shelter referenced in TWIST Counselor Notes and maintained in the document management system 	Intake Common-Characteristics

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<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		Twist Screens
Youth Challenges to Employment (cont.)	Foster Care Youth or Aged Out Of Foster Care	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <input type="checkbox"/> Statement made to staff referenced in TWIST Counselor Notes 	Intake Common-Characteristics
	Pregnant or Parenting <i>Age is not a factor</i>	<p>Pregnant:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Customer statement to staff noted in TWIST Counselor Notes <input type="checkbox"/> Staff observation noted in TWIST Counselor Notes <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <p>Parenting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate (preferred) <input type="checkbox"/> Baptismal record <input type="checkbox"/> Hospital record of birth <input type="checkbox"/> Public assistance/social service records <input type="checkbox"/> School records <input type="checkbox"/> HHSC TANF or SNAP screen-print showing the individual and child <input type="checkbox"/> Other official document issued by a state or local government agency or court which demonstrates the individual is the child's parent or legal guardian, such as a copy of a signed Acknowledgment of Paternity form that has been filed with the Bureau of Vital Statistics or a copy of legal documents indicating guardianship or adoption <input type="checkbox"/> Stepparent - Copy of an official document issued by a state or local government agency or court that names the child and the child's parent such as a birth certificate or adoption record and proof of marriage to the child's parent such as their marriage certificate or common law marriage certificate 	Intake Common-Characteristics

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Youth In School

Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.

Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		Twist Screens
Youth Challenges to Employment (cont.)	Offender	<ul style="list-style-type: none"> <input type="checkbox"/> Statement made to staff and referenced on the Program Detail Characteristics tab and in TWIST Counselor Notes <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <input type="checkbox"/> Documentation from criminal justice system (juvenile or adult) <input type="checkbox"/> Telephone/written verification with court representatives 	Intake Common-Characteristics
	Disabled, including Learning Disabilities	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes 	Intake Common-Disability/Medical Program Detail – Exemptions
	English Language Learner	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification referenced in TWIST Counselor Notes and maintained in the document management system. 	Intake Common-Characteristics

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Youth Out of School

Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.

Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		Twist Screens
School Attendance/ Status	Out of School (16- 24) <i>School status is based on a determination of school attendance on the date of eligibility determination.</i>	<ul style="list-style-type: none"> <input type="checkbox"/> School record(s) <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <p>Note: A youth is “not attending” school if, on the date of eligibility determination, the individual:</p> <ul style="list-style-type: none"> ● Has had at least 10 consecutive days of unexcused absences and has not returned to school; ● Is not attending postsecondary school; ● Has not registered for postsecondary school classes; or ● Is enrolled only in non-credit-bearing postsecondary classes. 	Program Detail-Program Summary
Youth Challenges to Employment <i>Economic Eligibility is not required, unless otherwise noted</i>	Homeless or Runaway	<ul style="list-style-type: none"> <input type="checkbox"/> WIT record or Self certification appearing in TWIST from WIT <input type="checkbox"/> Customer statement to staff entered in TWIST Counselor Notes <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <input type="checkbox"/> Written statement from an individual or social service agency providing residence shelter referenced in TWIST Counselor Notes and maintained in the document management system 	Intake Common-Characteristics
	Foster Care Youth or Aged Out of Foster Care	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <input type="checkbox"/> Statement made to staff referenced in TWIST Counselor Notes 	Intake Common-Characteristics

Note: Participation in the following programs is not considered being “in school” for the purpose of determining ISY/OSY status:

- Adult education programs provided under Title II of WIOA
- YouthBuild programs
- Job Corps programs
- High School Equivalency programs (not funded by the public K–12 system)
- Dropout reengagement programs (not funded by the public K–12 system)

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Youth Out of School

Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.

Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
Youth Challenges to Employment (cont.) <i>Economic Eligibility is not required, unless otherwise noted</i>	Pregnant or Parenting <i>Age is not a factor</i>	Pregnant: <ul style="list-style-type: none"> <input type="checkbox"/> Customer statement to staff noted in TWIST Counselor Notes <input type="checkbox"/> Staff observation noted in TWIST Counselor Notes <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes Parenting: <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate (preferred) <input type="checkbox"/> Baptismal record <input type="checkbox"/> Hospital record of birth <input type="checkbox"/> Public assistance/social service records <input type="checkbox"/> School records <input type="checkbox"/> HHSC TANF or SNAP screen-print showing the individual and child <input type="checkbox"/> Other official document issued by a state or local government agency or court which demonstrates the individual is the child's parent or legal guardian, such as a copy of a signed Acknowledgment of Paternity form that has been filed with the Bureau of Vital Statistics or a copy of legal documents indicating guardianship or adoption <input type="checkbox"/> Stepparent - Copy of an official document issued by a state or local government agency or court that names the child and the child's parent such as a birth certificate or adoption record and proof of marriage to the child's parent such as their marriage certificate or common law marriage certificate 	Intake Common- Characteristics
	Offender	<ul style="list-style-type: none"> <input type="checkbox"/> Statement made to staff and referenced on the Program Detail Characteristics tab and in TWIST Counselor Notes <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <input type="checkbox"/> Documentation from criminal justice system (juvenile or adult) <input type="checkbox"/> Telephone/written verification with court representatives 	Intake Common- Characteristics

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Youth Out of School

Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.

Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
Youth Challenges to Employment (cont.) <i>Economic Eligibility is not required, unless otherwise noted</i>	Disabled, including Learning Disabilities	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes 	Intake Common-Disability/Medical Program Detail –Exemptions
	Of school age (6-18), but has not attended school in most recent school year calendar quarter* <i>*Last three month period</i>	<ul style="list-style-type: none"> <input type="checkbox"/> School records <input type="checkbox"/> Self certification referenced in TWIST Counselor Notes and maintained in the document management system. 	Intake Common-Education
	Dropout	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification referenced in TWIST Counselor Notes and maintained in the document management system. <input type="checkbox"/> School attendance record <input type="checkbox"/> School dropout letter <input type="checkbox"/> Telephone/written verification from official source 	Intake Common-Education

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Youth Out of School

Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.

Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
Youth Challenges to Employment (cont.) <i>Must also be economically eligible</i>	Has high school diploma AND	High school diploma: <input type="checkbox"/> School records <input type="checkbox"/> Copy of diploma	Intake Common - Education
	Is basic skills deficient <i>Scored 8.9 or below on standardized test (TABE)</i> OR	Basic skills deficient: <input type="checkbox"/> Assessed by generally accepted standardized test (TABE) <input type="checkbox"/> School Records	Intake Common - Characteristics
	Is an English Language Learner AND	English language learner: <input type="checkbox"/> Self certification referenced in TWIST Counselor Notes and maintained in the document management system.	Intake Common - Characteristics
	IS Economically Eligible	Economically Eligible <input type="checkbox"/> Use one method to prove economic eligibility from pages 22-24	Intake Common

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Youth Out of School

Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.

Criteria	Qualification	Documentation	Twist Screens	
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		Twist Screens	
Youth Challenges to Employment (cont.) <i>Must also be economically eligible</i>	Board Designated Categories	Individuals who are economically eligible and require additional assistance to complete an educational program, or to secure and hold employment. Must also be economically eligible. For each qualification, explain why the customer needs the additional assistance in TWIST Counselor Notes.		
		An individual, determined by a public or private agency as requiring additional assistance to complete an educational program or to secure and retain employment	<input type="checkbox"/> Letter from child study team stating specific disability <input type="checkbox"/> Medical records <input type="checkbox"/> School records <input type="checkbox"/> Referral from a public or private agency (i.e., WFS) <input type="checkbox"/> Copy of test results	Program Detail-Exemptions Counselor Notes
		A dependent member of a single parent family.	<input type="checkbox"/> Document family and relationship <input type="checkbox"/> Self certification / Financial aid application	Intake Common - Family

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Youth Out of School

Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.

Criteria	Qualification	Documentation	Twist Screens	
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		Twist Screens	
Youth Challenges to Employment (cont.) <i>Must also be economically eligible</i>	Board Designated Categories	<p>Lacks a significant work history* and needs additional assistance to secure and retain employment.</p> <p><i>*Has not worked for same employer, full or part-time, for a minimum of 3 of the last 12 months</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Wage records <input type="checkbox"/> Self certification documented in TWIST Counselor Notes and maintained in the document management system 	Intake Common - Employment Status Counselor Notes
	<p>Failed all or part of the standardized test required for graduation and needs additional assistance to complete an educational program</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School records <input type="checkbox"/> Copy of test results 	Intake Common - Education Counselor Notes	

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Youth Out of School

Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.

Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
	<p>Individual Status/ Family Size</p> <p>Required in conjunction with Individual/ Family Income or to document a member of a family receiving public assistance to demonstrate low-income</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification per the Financial Aid Application <input type="checkbox"/> Birth certificate <input type="checkbox"/> Decree of court <input type="checkbox"/> Divorce decree <input type="checkbox"/> Court Documents <input type="checkbox"/> Marriage certificate <p>Note: A customer with a disability can be considered a “family of one” if his/her family income exceeds the income guidelines.</p>	Intake-Common Family Tab*
<p>Economic Eligibility</p> <p><i>Only one qualification required</i></p>	<p>Income</p> <p>Determine family size. Then, use the family size to determine low income</p> <p><i>Note: Not required if using TANF, SNAP, SSI, Homeless, School Lunch, Lives in a high poverty census area, OR Foster Care to determine low income</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Alimony agreement <input type="checkbox"/> Award letter from Veterans Affairs <input type="checkbox"/> Bank statement <input type="checkbox"/> Compensation award letter <input type="checkbox"/> Employer statement/contact <input type="checkbox"/> Family or business financial records <input type="checkbox"/> Pay stubs <input type="checkbox"/> Pension statement <input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Quarterly estimated tax for self-employed persons (Schedule C) <input type="checkbox"/> Unemployment Insurance documents and/or printout <input type="checkbox"/> Court award letter <input type="checkbox"/> Self-employment verification form <input type="checkbox"/> Other official document issued by a federal, state, or local government agency such as the Texas Department of Housing and Community Affairs, indicating monetary amount of assistance 	Intake-Common Income

**Based on the WIOA definition of family.*

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Youth Out of School

Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.

Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
Economic Eligibility (cont.) <i>Only one qualification required</i>	An individual or family member* who is receiving TANF or has received TANF in the last 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> TWIST TANF History screens <input type="checkbox"/> Copy of HHSC records (TIERS) <input type="checkbox"/> Copy of out-of-state HHSC/public assistance documentation <input type="checkbox"/> Documentation of receipt of TANF from an authorizing/distributing agency 	Intake-Common Public Assistance
	An individual or family member* who is receiving SNAP or has received SNAP in the last 6 months.	<ul style="list-style-type: none"> <input type="checkbox"/> TWIST SNAP History screen <input type="checkbox"/> Copy of HHSC records (TIERS) <input type="checkbox"/> Documentation from an authorizing agency of receipt of SNAP <input type="checkbox"/> Telephone verification from HHSC 	Intake Common-Public Assistance
	An individual or family member* who is receiving SSI or has received SSI in the last 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of authorization to receive cash public assistance <input type="checkbox"/> Public assistance record <input type="checkbox"/> Social Security benefits letter <input type="checkbox"/> Telephone verification 	Intake Common-Public Assistance
	An individual or family member* who is receiving other public assistance or has received other public assistance in the last 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization to receive cash public assistance <input type="checkbox"/> Public assistance check <input type="checkbox"/> Medical card showing cash grant status <input type="checkbox"/> Refugee assistance records <input type="checkbox"/> Local cash assistance program 	Intake Common-Public Assistance

**Based on the WIOA definition of family.*

Note: Participation in the following programs is not considered being "in school" for the purpose of determining ISY/OSY status:

- Adult education programs provided under Title II of WIOA
- YouthBuild programs
- Job Corps programs
- High School Equivalency programs (not funded by the public K-12 system)
- Dropout reengagement programs (not funded by the public K-12 system)

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Youth Out of School			
<i>Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.</i>			
Criteria	Qualification	Documentation	Twist Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 1-2)</i>		
Economic Eligibility (cont.) <i>Only one qualification required</i>	Foster Child	<ul style="list-style-type: none"> <input type="checkbox"/> Official document issued by a federal, state, local government agency <input type="checkbox"/> Court records 	Intake Common-Characteristics
	Lives in a high poverty area	<ul style="list-style-type: none"> <input type="checkbox"/> Proof of address <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Internet verification of Census Tract low income status 	Intake Common-Characteristics
	Receives or is eligible to receive free or reduced priced lunch.	<ul style="list-style-type: none"> <input type="checkbox"/> School Records <p>Note: Out-of-school may use this qualification if the youth is:</p> <ul style="list-style-type: none"> ● a parent, ● living in the same household as a child receiving or eligible to receive free or reduced-price lunch, based on income. 	

Note: Participation in the following programs is not considered being “in school” for the purpose of determining ISY/OSY status:

- Adult education programs provided under Title II of WIOA
- YouthBuild programs
- Job Corps programs
- High School Equivalency programs (not funded by the public K–12 system)
- Dropout reengagement programs (not funded by the public K–12 system)

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Childcare			
Criteria	Qualification	Documentation	TWIST Screens
Child's Age	<p>Under 13, or</p> <p>Under 19 if disabled</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate <input type="checkbox"/> Current U.S. passport <input type="checkbox"/> Hospital record of birth <input type="checkbox"/> Church or baptismal record <input type="checkbox"/> Public assistance/social service records <input type="checkbox"/> School records <input type="checkbox"/> School identification card <input type="checkbox"/> Native American tribal document <input type="checkbox"/> Adoption papers or records <input type="checkbox"/> Child support paternity records <input type="checkbox"/> Divorce or court custody decrees 	Intake Common – Family > Household Dependents
	Disability	<ul style="list-style-type: none"> <input type="checkbox"/> Supplemental Security Income (SSI) benefits statement <input type="checkbox"/> DARS Early Childhood Intervention (ECI) program contact <input type="checkbox"/> Head Start contact that identifies the child as having a disability <input type="checkbox"/> Public school special education services, including PPCD, contact <input type="checkbox"/> Statement or letter from a qualified clinician 	Intake Common – Family > Household Dependents
Child's Citizenship/ Immigration Status	<p>Child must be a U.S. citizen or legal immigrant</p> <p><i>Note: A parent's citizenship or immigration status is not required for eligibility.</i></p>	<p>Citizenship:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate <input type="checkbox"/> Current U.S. passport <input type="checkbox"/> Hospital record of birth <input type="checkbox"/> Church or baptismal record <input type="checkbox"/> Public assistance/social service records <p>Legal Immigrant/Qualified Alien:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immigration form I-551 (AKA "green card") <input type="checkbox"/> Immigration form I-94, stamped with applicable rule citation(s) <input type="checkbox"/> Immigration form I-571 (Refugee Travel Document) <input type="checkbox"/> Order from immigration judge <input type="checkbox"/> Cuban/Haitian passport showing 501(e) <input type="checkbox"/> USCIS petition and supporting documents 	Intake Common – Family > Household Dependents

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Childcare

Criteria	Qualification	Documentation	TWIST Screens
<p>Family has Low Income</p> <p><i>Documentation should be provided for each applicable income source from each family member</i></p>	<p>Individual Status/Family Size</p> <p><i>Required in conjunction with Family Income</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Self certification per the Financial Aid Application <input type="checkbox"/> Birth certificate <input type="checkbox"/> Divorce decree <input type="checkbox"/> Court documents <input type="checkbox"/> Marriage certificate <input type="checkbox"/> Person standing in loco parentis (refer to the In Loco Parentis Desk Aid for allowable documentation) 	<p>Intake Common – Family > Household Dependents</p>
	<p>Family Income</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pay stubs <input type="checkbox"/> Employment/Income Verification form <input type="checkbox"/> Homelessness determination – Residency Information form <input type="checkbox"/> Workers Compensation documentation/statement <input type="checkbox"/> SSDI statement <input type="checkbox"/> Retirement/Pension statement <input type="checkbox"/> Quarterly estimated tax for self-employed persons (Schedule C) <input type="checkbox"/> Self-employment Verification form <input type="checkbox"/> Family or business financial records <input type="checkbox"/> Award letter from Veterans Affairs <input type="checkbox"/> Bank statement <input type="checkbox"/> Compensation award letter <input type="checkbox"/> IRS form 1099-DIV, -INT, for dividends or interest <input type="checkbox"/> IRS form 1040 Schedule D for capital gains 	<p>Intake Common – Income</p>
	<p>Homeless</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WIT record or Self certification appearing in TWIST from WIT <input type="checkbox"/> Customer statement to staff entered in TWIST Counselor Notes <input type="checkbox"/> Self certification maintained in the document management system and referenced in TWIST Counselor Notes <input type="checkbox"/> Written statement from an individual or social service agency providing residence shelter referenced in TWIST Counselor Notes and maintained in the document management system 	<p>Intake Common-Characteristics</p>

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Childcare

Criteria	Qualification	Documentation	TWIST Screens
Resident of the Workforce Board Area	Applicant and child are residents of the Gulf-Coast 13-county region	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of current utility bill <input type="checkbox"/> Pay stub (if address is printed on stub) <input type="checkbox"/> Rent receipt (showing current address) <input type="checkbox"/> Lease agreement <input type="checkbox"/> Mortgage statement <input type="checkbox"/> School record showing proof of residency (in the Gulf Coast 13-county region) <input type="checkbox"/> Section 8 award letter <input type="checkbox"/> Homelessness determination – Discussion documented in TWIST <input type="checkbox"/> Public assistance/social service records <input type="checkbox"/> Financial aid application to document address and one of the above documentation sources from the owner/lessee. <p><i>Managers and Supervisors may review and accept alternative documentation, including Self certification, when the preponderance of evidence points to the customer meeting the eligibility criterion.</i></p>	Intake Common - Identity
Reason for Financial Aid for Child Care	Parent/guardian must be working or going to school, or a combination of both, at least 25 hours per week.	<p>Employment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pay stubs with hours worked <input type="checkbox"/> Employment/Income Verification form <input type="checkbox"/> Self-employment verification form <input type="checkbox"/> Financial records for self-employed persons <input type="checkbox"/> Quarterly estimated tax for self-employment (Schedule C) <p>Education</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transcript from education or training program <input type="checkbox"/> Statement from education or training provider <input type="checkbox"/> Tuition statement with semester hours <input type="checkbox"/> Admissions letter <input type="checkbox"/> Other official document from an education or training provider confirming current enrollment 	Intake Common - Family

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Child Care - In Loco Parentis		
	Documentation Verifying Reason Parent is Unavailable	Documentation Verifying Caretaker is Responsible for the Child
Medical Incapacitation or In Treatment or Rehabilitation	<ul style="list-style-type: none"> <input type="checkbox"/> A document from a licensed medical professional, e.g., physician, psychiatrist, or psychologist, stating the medical condition that makes the parent unable to care for his or her children; <input type="checkbox"/> A document from a licensed professional such as a counselor or therapist as long as the recommendation or diagnosis does not exceed the licensed professional's authority; <input type="checkbox"/> A letter from a facility verifying admission of the parent signed by an authorized representative of a treatment or rehabilitation center. The letter must include both the admission and anticipated release date. (A copy of the order mandating the placement will suffice.) 	Notarized power of attorney or a sworn affidavit of temporary custody/guardianship of the child.
CPS Placement	<ul style="list-style-type: none"> <input type="checkbox"/> A recent (within six months) CPS safety plan or CPS placement agreement; <input type="checkbox"/> A court order naming the individual as the caretaker; OR <input type="checkbox"/> A letter from CPS that confirms the children's placement with the caretaker is ongoing. 	No other documentation is necessary.
Military Deployment	<ul style="list-style-type: none"> <input type="checkbox"/> Military orders; <input type="checkbox"/> A suitable alternative such as a confirmation by the base commander or other military official. 	<p>A military power of attorney appointing the caretaker as the guardian of the child;</p> <p>In lieu of a military power of attorney, a military family plan that gives the caretaker the authority to execute decisions on child care matters.</p>
Incarcerated	<ul style="list-style-type: none"> <input type="checkbox"/> A "commitment" order from the court; <input type="checkbox"/> Verification from the Texas Department of Criminal Justice (TDCJ) Offender Information Search database; (http://www.tdcj.state.tx.us/offender_information.htm) for offenders who are incarcerated in a TDCJ facility; <input type="checkbox"/> A letter from the sheriff's office confirming incarceration if the parent is in a local jail. <input type="checkbox"/> The document must include the date of incarceration and anticipated release date. 	A caretaker must have a notarized power of attorney or a sworn affidavit of temporary custody/guardianship of the child.

VALIDATING AND ENTERING QUALIFICATIONS FOR WORKFORCE SOLUTIONS FINANCIAL AID

Child Care - In Loco Parentis		
	Documentation Verifying Reason Parent is Unavailable	Documentation Verifying Caretaker is Responsible for the Child
<p>Other Reasons Parent or Legal Guardian is Unavailable</p>	<p>A sworn affidavit of facts attesting to:</p> <ul style="list-style-type: none"> □ The circumstances of how and why the caretaker assumed responsibility for the child; □ The whereabouts of the natural parent(s); □ The caretaker’s relationship to the child; and □ The length of time the child has been with the caretaker 	<p>A caretaker must have a notarized power of attorney or a sworn affidavit of temporary custody/guardianship of the child.</p> <p>In addition, the caretaker must have documentation from a verifiable source that establishes his or her parental responsibility for the child. The documentation may be one of the following:</p> <ol style="list-style-type: none"> 1. The caretaker’s most recent listing child as a dependent; 2. A letter from a child care center or other independent, non-relative, verifiable source that can establish the individual’s parental and financial responsibility for the child; 3. A letter from an independent school district; OR 4. Documentation that the caretaker is receiving Temporary Assistance for Needy Families benefits on behalf of the child, OR has received benefits within the past six months.