



## Eligibility Documentation Process

Job Seeker Name: \_\_\_\_\_ Job Seeker ID#: \_\_\_\_\_

Dear Customer-

In order to enroll you in the program you are seeking services through we need the following documents provided to us as soon as possible. You may either email them through a secure email or mail a copy to our PO Box. See below for instructions on submitting documents. If you are unable to provide these documents at this time please let us know so that we may provide you with other options of paperwork you can provide.

We need **one** copy from **each of the categories** listed below:

- Proof of Worker Authorization/Citizenship (*only need one of the following – if you do not have one of the following listed please speak to your Career Advisor about other acceptable documents*)
  - U.S Birth Certificate (*submit by either Option 1 or 2 below*)
  - U.S. Passport (*submit by either Option 1 or 2 below*)
  - Permanent Residency Card (not expired) (*submit by either Option 1 or 2 below*)
  - Other \_\_\_\_\_ (check with Counselor for acceptable documents)
  
- Confirmation of Selective Service Compliance - *Only needed for male customers born on or after 1/1/1960 and who are over the age of 18*
  - Go to [www.sss.gov/](http://www.sss.gov/) and Fill out the information and print the Registration Verification Form (*our staff can view this online – no need to submit document*)
  - DD214 (*submit by either Option 1 or 2 below*)
  - U.S. Passport or Certificate of Naturalization for non-US Born Citizens (*submit by either Option 1 or 2 below*)
  
- Proof of Program Eligibility (*if the document you send it below does NOT include your social security number you may email it directly to your Counselor*)
  - Unemployment Insurance (UI) printout (*must have your name and show a payment – Monetary Determination not acceptable*)
  - Letter of company lay-off
  - SNAP/TAFDC Verification printout (must show your name as a member of the household and be dated within the past 6 months)
  - Chapter 115 benefits letter

**Please also include your completed/signed Intake Form.**



**Process for sending your documents:**

**Please confirm with your Counselor which document you will be providing in each category and how you will be sending it in prior to sending it.**

**Option 1:**

Through secure email. Please let your Counselor know that you would like to use this process and they will let the Manager know. You will receive an email from the Manager via secure email exchange. You should respond to the email following the instructions. If, at anytime you need assistance, contact your Counselor.

**Option 2:**

Mail your documents to:

Attention: Lee-Ann Johnson  
P.O. Box 49  
Woburn, MA 01801