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| **Customer Name**:  **I-Trac ID No.:** |
| **ELIGIBLITY DOCUMENTATION ELEMENTS** |
| **Name and Birth Date**  Baptismal Record  Birth Certificate  DD-214 Military Separation Record  Driver’s License  Government issued ID card  Hospital record of birth  Passport  Public Assistance Record  School record or ID card  Tribal Record |

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| **Dislocated Worker/Qualifying Dislocation**  Business Closed or has had a Substantial Layoff  Attestation/Signed Application  Displaced Homemaker  Attestation/Signed Application  Military Spouse  Attestation/Signed Application  Self-Employed and Business Closed  Attestation/Signed Application  Terminated or Laid-off Worker  Attestation/Signed Application  Separating Service Member  Military Separation Record (DD-214) | |
| **Selective Service Requirement**  Not Required/Exempt | **Selective Service Documentation**  Attestation, because   * Sex-assigned female at birth * **OR** under age of 18 * **OR** born before 1960   [Non-Immigrant/Immigrant Allowable Documents](https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf), because   * Entered US after 26th birthday * **OR** Seasonal agricultural worker H-2A Visa   Records of Incarceration/Hospitalization/Institutionalization  **NOTE**: If anytime between 18th and 26th birthday the customer was not incarcerated, hospitalized or institutionalized, then they were Required to Register  DD-214 Military Separation Record  **NOTE**: If anytime between 18th and 26th birthday the customer was not in US Military, Coast Guard, or Officer Training, then they were Required to Register |
| Required and Registered | Selective Service Online Verification  Selective Service Registration Card  Stamped Post Office Receipt of Registration |
| Required but Not Registered because I was unaware of the requirement to register and I am now over the age of 25 (NOT WILLFUL) | [Request for Status Information Letter](https://www.sss.gov/Portals/0/PDFs/Status.pdf) & Supporting Documentation  **NOTE**: Center WIOA 1B manager required to make determination of “not willful”  Selective Service Status Information Letter (returned from Selective Service) |
| Required but Not Registered because I am between the ages of 18 and 25 and have not yet registered. | Unable to Document – Not Eligible |
| Required but Not Registered because I willingly and lawfully chose not to register for the Selective Service and now am over the age of 25 | Unable to Document – Not Eligible |

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| **CHARACTERISTIC DOCUMENTATION ELEMENTS** |
| **Veteran**  DD-214 Military Separation Record  Veterans Affairs Letter  Veterans Record Cross Match  No Document – Eligible |
| **Public Assistance Recipient**  Received General Assistance within the last six months  Attestation/Signed Application  Received Refugee Cash Assistance within the last six months  Attestation/Signed Application  Received SSDI/SSI within the last six months  Attestation/Signed Application  Received SNAP within the last six months  Attestation/Signed Application  Exhausting TANF within 2 years  Referral from Agency  Received TANF within the past six months  Benefits Letter  iMatchSkills Crossmatch (screenshot)  No Document – Eligible |
| **Underemployed**  Documented with Attestation/Signed Application  Employed less than full-time and are seeking full-time employment.  Employed in a position that is inadequate with respect to their skills and training.  Employed but show current job’s earnings are not sufficient compared to their previous job’s earnings from their  previous employment.  Employed and meets the definition of a low-income as defined through the information captured in the I-Trac Six-  Month Family Income control on the Registration tab.  Not underemployed - Eligible |
| **Basic Skills Deficient**  Customer is unable to compute or solve problems, or read, write or speak English at a level necessary to function on the job, in the individual’s family, or in society. This is determined by staff during the enrollment process while working with the applicant when at least one of the following elements are observed (and therefore assessed):  Adult Education  Is enrolled in a Title II Adult Education and Family Literacy Act program, this also includes enrollment in English as a Second Language (ESL) class.  Limited English Skills  Determined to be Limited English Skills proficient through staff-engagement and observation.  Staff Observation  Staff make observations of deficient functioning in completing forms, assisting in the development of a service strategy, or behaviors in group discussion settings.  GPA  Information (in writing or through discussion with the participant) that an educational institution the participant engages or engaged with determined them to have a GPA at D or below within the previous six months.  Special Education  Qualifies for Special Education services or has an Individual Education Program (IEP) plan.  Other Organization Determination  Participant is co-enrolled in another Portland Metro program that has made the basic skills deficient determination or is co-enrolled in another local workforce area where that contractor made the basic skills deficient determination.  Complete staff attestation on next page …  Not Basic Skills Deficient– Eligible  **Staff Name** – I attest that I assessed basic skills deficient (or not) as noted above.    **Date:** |
| **NOTES** |
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