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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 EducationIs 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 SkillsDetermined to be Limited English Skills proficient through staff-engagement and observation.[ ]  Staff ObservationStaff make observations of deficient functioning in completing forms, assisting in the development of a service strategy, or behaviors in group discussion settings. [ ]  GPAInformation (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 EducationQualifies for Special Education services or has an Individual Education Program (IEP) plan. [ ]  Other Organization DeterminationParticipant 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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