

NAIA / WIA Verification Instructions

The following is a list of required documentation that is needed in order to determine eligibility for the WIA Program. Please have your copies available.

1. **Native American Verification**
 - a. Indian enrollment card
 - b. Certified birth certificate
 - c. School records
 - d. Letter on Tribal stationery, signed by enrollment clerk, giving tribal roll number
 - e. Letter from the BIA

2. **Income Verification for the Last 6 or 12 Months (Family Income)**
 - a. Check stubs
 - b. Wage statement from employer on company letterhead
 - c. Social Security Records
 - d. Worker's compensation insurance documents
 - e. Unemployment insurance documents

3. **Public Assistance Verification**
 - a. Food stamp notice / ID card
 - b. Public assistance records
 - c. Statement from Tribal/State County Family Service Department

4. **Unemployed/Underemployed Status**
 - a. Unemployment insurance benefits claim
 - b. U.I. Benefits check copy/ ID book / ID card
 - c. Lay-off notice within the last 28 days
 - d. Employment Services search registration card

5. **Social Security Number Verification**
 - a. Original Social Security card
 - b. Medical Card

6. **Proof of Age**
 - a. Driver's License
 - b. Certified Birth Certificate

7. **Proof of Residence**
 - a. Driver's License
 - b. Rental agreement receipt
 - c. Telephone / Light Bill
 - d. Cancelled checks
 - e. Voter Registration card

8. **Selective Service Registration**
 - a. Selective Service Card
 - b. Letter from Selective Service

9. **Handicapped Verification**
 - a. School ID form
 - b. Vocational Rehabilitation documents
 - c. Doctor's report
 - d. Social Security records

10. **Citizenship Status Record**



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If you have further questions, call our toll-free number: 1-800-524-6242 or, locally: 615-232-9179 (NAIA).