

DOCUMENTATION CHART

ELEMENTS TO BE DOCUMENTED	TYPES OF DOCUMENTATION
<u>COMMON ELEMENTS</u>	<u>SELECT ONE TYPE OF DOCUMENTATION FOR EACH COMMON ELEMENT</u>
1. <u>Date of Birth #200</u> A/D/Y/DWG Adult/DLW age 18 ISY age 14-21 OSY age 16-24	See Data Validation Date of Birth #200
2. <u>Selective Service Compliance – No PIRL #</u> A/D/Y/DWG	<u>SS Registered</u> 1. Verification From www.sss.gov 2. Selective Service Registration Card 3. Selective Service Registration Acknowledgement Letter 4. Selective Service Status Information Letter 5. Stamped Post Office Receipt of Registration 6. Selective Service Registration Record (Form 3A) 7. Selective Service Verification Form <u>SS Exempt</u> 1. Application – Female Sex at Birth Signed & Dated 2. Document Verifying Date of Birth 3. DD-214 Showing Military Service Between Ages 18-26 4. Other Document (not self-attestation) Verifying Exemption, With Notes Stating how the Document Verifies Exemption <u>SS Not Willful and Knowing</u> 1. Selective Service Exception (see Policy Manual 2.1)
3. <u>Social Security Number – No PIRL #</u> A/D/Y/DWG SSN is not a requirement for eligibility, but a convenience for performance purposes.	1. SSN Social Security Card 2. SSN Military ID with SSN 3. SSN State or Federal ID with SSN 4. SSN W-2 Form With Name and Address 5. SSN Income Tax Return (signed) 6. SSN Letter or Form From Social Services Agency 7. SSN Pay Stub With SSN 8. SSN Social Security Benefits Letter/Form/Card 9. SSN Statement on Application, Supported by Documents or Statements From Public Assistance

Only staff whose AJL permissions allow them to view Social Security Numbers may view this document type after it is uploaded. 4. <u>Work Authorization – No PIRL #</u> A/D/Y/DWG Ability to work in the United States Issuance PY 25-02 TEGL 10-23; 10-23, change 2– Rescinded TEGL 10-23, change 1 & 3 – Active	1. WA Items Listed on Form I-9 2. WA Unrestricted Social Security Card 3. WA Form I-551 4. WA Permanent Resident Card (green card) 5. WA Form I-765 6. WA Employment Authorization Document 7. WA U.S. Birth Certificate 8. WA U.S. Passport (Items from Issuance PY 25-02)
<u>LOW INCOME ELIGIBILITY - PIRL #802</u> A/D/DWG Youth Low Income - See OSY Eligibility & ISY Eligibility Sections on this chart Individual Data Validation requirements are noted – see Data Validation Checklist for documentation <u>Receives SNAP; SSI; SSDI</u> PIRL #602 & #603 to document Data Validation requirements TANF - Receives Cash Assistance from Program PIRL #600 to document Data Validation requirements <u>Family Below Poverty Line or 70% of LLSIL</u> See Policy Manual Form 1.3 Low Income Documentation <u>Homeless Individual – PIRL #800</u> PIRL #800 to document Data Validation	Some Low Income elements report to additional PIRL elements that have documentation requirements for Data Validation. Example is TANF Cash Assistance. Documentation for Low Income eligibility #802, and additional documentation for TANF #600. For some elements it may be the same document. PIRL numbers in the first column represent documentation for the specific PIRL element. All barriers must be reported. See Data Validation Low Income #802 See Data Validation Low Income #802 See Data Validation Low Income #802 NOTE: If family shows little or no income, applicant must write a statement as to how expenses are met. See Data Validation Low Income #802

requirements See definition of homeless in Policy Manual 1.2 – Definitions <u>Foster Child</u> PIRL #704 to document Data Validation requirements Is a foster child on behalf of whom state or local government payments are made <u>Individual With a Disability</u> PIRL #202 to document Data Validation requirements	See Data Validation Low Income #802 See Data Validation Low Income #802
<u>BARRIERS – INDIVIDUAL WITH A BARRIER TO EMPLOYMENT</u> WIOA 3(24); 680.320 (b) A/D/Y/DWG Those designated below for youth are reporting barriers; not for eligibility or Data Validation ISY/OSY eligibility barriers – see OSY Eligibility & ISY Eligibility sections on this chart <u>Cultural Barriers #805</u> Individual facing substantial cultural barriers A/D/Y/DWG <u>Older Individual #200</u> Age 55 or over A/D/DWG <u>Race - #211, 214</u> American Indian, Alaska Native, Native Hawaiian A/D/Y/DWG <u>Ex-Offender at Program Entry #801</u> A/D/DWG <u>Homeless #800</u>	ALL BARRIERS MUST BE REPORTED IN AJL DEMOGRAPHICS <u>Self-attestation</u> The individual perceives that his or her attitudes, beliefs, customs, or practices pose a hindrance to employment. Specifics should be given in the statement. See Data Validation Date of Birth #200 Document age/birthday indicating individual is age 55 or older <u>Self-attestation</u> All race and ethnicity are self-attested and do not require other documentation. See Data Validation Offender #801 See Data Validation Homeless/Runaway #800

A/D/DWG <u>Basic Skills Deficient #804</u> A/D/DWG <u>English Language Learner #601</u> A/D/DWG <u>Eligible Migrant and Seasonal Farmworker #808</u> (WIOA 167) Youth – for reporting only; not Data Validation A/D/Y/DWG <u>Exhausting TANF within 2 years #601</u> Youth – for reporting only; not Data Validation A/D/Y/DWG <u>Long-Term Unemployed #402</u> Youth – for reporting only; not Data Validation A/D/Y/DWG A person who has been unemployed for 27 or more consecutive weeks (TEGL 19-16). The person must also have been available for work and making specific efforts to find a job during that time to be classified as “unemployed” (TEGL 22-14). DWG – Long-term unemployed individuals are individuals who at the time of eligibility determination, have been unemployed for at least 13 weeks, in aggregate, during the past 26 weeks, or not in the labor force for at least 13 weeks, in aggregate, during the past 26 weeks. Policy Manual 5.5. Single Parent Including Single Pregnant Women PIRL #806; WIOA 3(24)(L); 680.320(b)(12) A/D/Y/DWG	See Data Validation Basic Skills Deficient #804 Score of 8.9 or below on a standardized test appropriate to the population and approved by LWDB and administered in the last 6 months according to policies of Local Area, a similar instrument administered by an American Job Center partner, or a standardized test with grade equivalency given by school (WIOA 3(5); 681.290; TEGL 19-16; Policy Manual 1.2-Definitions) See Data Validation English Language Learner #803 See Data Validation Migrant and Seasonal Farmworker #808 See Data Validation Exhausting TANF Within 2 Years #601 See Data Validation Long-Term Unemployed #402 See Data Validation Single Parent #806
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<u>DISLOCATED WORKER #904</u> D/DWG <u>Dislocation Date #410</u> Date of last day of employment at the dislocation job A/D/DWG <u>DLW - Category A – Laid off/Unlikely Return #904</u> Laid off and unlikely to return to previous occupation OR separating service member	Only one category (A,B,C,D,E) need be documented to determine eligibility, and only one document is required for each criteria within the category (unless otherwise specified). See Data Validation Dislocation Date #410 <u>DLW – Category A - Laid off/Unlikely Return</u> The documentation below is not individually listed in the AJL Uploader <i>1. Laid Off</i> a. Layoff notice or termination notice from employer b. Telephone verification by last employer (with name, position, and date of contact) c. Letter from employer confirming layoff or termination status d. Self-attestation supported by UI statement, document, or form showing receipt of UI benefits after leaving employment <i>2. Eligible for or has Exhausted Entitlement to UI Compensation</i> Any form or statement from ADWS that documents that the individual has been determined monetarily and non-monetarily eligible for benefit payments under one or more state or federal UI compensation programs, that the individual has or has not exhausted benefit rights or benefit period has not ended. These may include: a. UI payment records b. Monetary determination records plus layoff notice or document c. Telephone confirmation (documented by certifier) from ADWS Local Office of both monetary and non-monetary eligibility determination d. Other documentation from employer or ADWS that applicant qualifies for or will qualify for UI compensation <i>3. Employed for a Duration Sufficient to Demonstrate Attachment to the Workforce</i> Any document that applicant has worked during at least 1 quarter in the last year immediately prior to eligibility determination. These may include, but are not limited to: a. Paycheck stub b. Written verification by last employer
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- c. Phone verification by last employer (with name, position, and date of contact, and signed by person making verification contact)
- d. UI wage records

4. Not Eligible for UI Compensation Due to Insufficient Earnings or Employment not Covered by State UI Law

Any form or statement from DWS that documents that earnings were insufficient or that employment was not covered, such as:

- a. Monetary determination record
- b. Written or phone verification by DWS

5. Unlikely to return to previous occupation (Local Area must define “unlikely to return to a previous industry or occupation.) Documents are given as guidelines to document local definition, and Local Areas may adjust the documentation, if needed, to comply with their definition. Suggested guidelines are to choose A or B:

A. The industry or occupation shows no growth or a decline in available job opportunities, as determined by ADWS or the LWDB:

- 1. Labor market information
- 2. ADWS or LWDB labor analysis

B. The applicant has been seeking employment since termination, but is unable to find employment in his/her previous industry or occupation due to economic conditions and/or skill limitations

- 1. Application with AJL or ADWS Local Office and no refusal to accept a reasonable job offer
- 2. Lack of job offers or rejection letters from employers in the local area
- 3. Applicant is insufficiently educated and/or does not have the necessary skills for reentry into the former industry/occupation, as documented through the assessment of the individual’s educational achievement levels, testing, or other suitable means
- 4. Statement from doctor, ARS, or DSB indicating that the applicant’s inability to return to previous industry/occupation is due to physical limitations

6. Separating Service Member (29 CFR 680.660(a); TEGL 3-15)

- a. DD-214 with separation date
- b. Other documentation that shows separation or imminent separation from the Armed Forces

<u>DLW - Category B – Business Closure #904</u> Unemployed because of business closure or substantial layoff. Must document either permanent closure/substantial layoff OR general announcement that facility will close in 180 days AND that applicant was employed at the facility. Substantial Layoff includes any one of the following three conditions 1. Has been laid off permanently 2. Has been laid off indefinitely (no end date) 3. Has been laid off with a call-back date no less than 30 days after the layoff date	<u>DLW – Category B - Business Closure</u> The documentation below is not individually listed in the AJL Uploader <i>1. Permanent Closure/Substantial Layoff or General Announcement Plant Will Close in 180 Days</i> Any document verifying or announcing the specific situation to be verified, which includes, but is not limited to: a. Letter or statement from employer b. Newspaper article c. News media printed article d. Document from Governor’s Dislocated Worker Task Force e. WARN notice f. Business internet web site report g. Correspondence from a Union or elected official h. Eligibility certificate to receive TAA i. Rapid Response list of affected employees from layoff j. Phone verification by last employer (with name, position, and date of contact, and signed by person making verification contact) <i>2. Worker was Employed at the Facility</i> Any document that verifies that the applicant is/was employed at the facility, which includes, but is not limited to a. Current employee list from employer b. Employer list of laid-off employees c. Recent check stub from employer d. Wage file for UI claimants e. Layoff/closure letter to employee from employer or union representative f. Phone verification by last employer (with name, position, and date of contact, and signed by person making verification contact) g. Eligibility certificate to receive TAA h. Rapid Response list of affected employees from layoff
<u>DLW - Category C – Self-Employed 904</u> Self-employed individual who is unemployed because of natural disaster or community economic conditions Must document both Self-employment status AND either Natural Disaster or Economic Conditions	<u>DLW – Category C – Self-Employed</u> The documentation below is not individually listed in the AJL Uploader <i>1. Self-employed</i> a. Tax return with business name and applicant’s name b. Business license with applicant’s name c. Statement from bank linking applicant to business d. Other document showing applicant as owner of business

Local Area must define “unemployed as result of general economic conditions in the community in which an individual resides or because of natural disasters.” Documents are given as guidelines to document local definition, and local areas may adjust the documentation, if needed, to comply with their definition.	<i>2. Natural Disaster</i> Self-attestation of reason for closing, including how the natural disaster caused the business to close, supported with documentation of the disaster, such as a. Newspaper article discussing the disaster b. Government information concerning the disaster c. Information from local Chamber of Commerce, Economic Development organization, or other such entity concerning disaster d. Other documentation of the natural disaster that caused the business to close <i>3. Economic conditions within the community</i> Must document with self-attestation how the economic conditions caused the business to close, supported with documentation of the economic conditions. Economic conditions could be, but are not limited to a. Depressed prices or markets for the articles produced or services rendered by the self-employed individual b. Failure of one or more businesses to which the self-employed individual supplied a substantial portion of products or services c. Failure of one of more businesses from which the self-employed individual obtained a substantial proportion of products and services. d. Substantial layoff(s) from permanent closures of plants, facilities or enterprises that support a significant portion of the state or local economy e. Reduction in number of residents in local community for other reason <i>Document the economic condition that caused the business to close. Appropriate documentation includes, but is not limited to:</i> a. Labor market information b. Documentation of drop in market price of goods and services produced c. U.S. Census population or demographics data d. Honored checks from applicant’s business to failed business e. Copies of cancelled orders or invoices f. Signed letter or statement from purchaser of services g. Other documents of closure or layoff of applicable business supplying or receiving services or supporting local economy
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DLW Category D – Displaced Homemaker
#904

See Displaced Homemaker #807 to document Data Validation requirements

See Policy Manual 2.4, Eligibility for Dislocated Worker Program, or Form 2.4, Dislocated Worker Eligibility Determination.

DLW - Category E – Spouse of Active
Duty Military #904

See Policy Manual 2.4, Eligibility for Dislocated Worker Program, or Form 2.4, Dislocated Worker Eligibility

- h. Newspaper articles
- i. Information from local Chamber of Commerce, Economic Development organization, or other such entity concerning economic conditions.

DLW – Category D - Displaced Homemaker

The documentation below is not individually listed in the AJL Uploader

1. *Has Been Providing Unpaid Services to Family Members in the Home*

- Recent tax return showing family members
- Self-attestation
- Other document showing applicant has been providing unpaid services to family members

Dependency on income of family member, but no longer supported by that income OR applicant is a spouse of a member of the armed forces and family income is significantly reduced because of deployment, call or order to active duty, permanent change of state, or the service-connected death or disability of member

2. Self-attestation Concerning Situation PLUS Appropriate Documentation, Including, but not Limited to:

- a. Death certificate
- b. Divorce papers
- c. Legal separation document
- d. Insurance records
- e. Bank records
- f. Court records
- g. Disability declaration
- h. Layoff or termination notice of family member
- i. Military document
- j. Written statement from supporting family member stating that he/she no longer supports applicant and reason why the support has been withdrawn

DLW – Category E - Spouse of Active Duty Military

The documentation below is not individually listed in the AJL Uploader

Applicant statement (self-attestation) concerning situation
AND

Documentation to support each of the following criteria mentioned in the applicant statement (Local Area and case

<u>3.DLW – Underemployed – Inadequate No PIRL #</u> Employed in a position that is inadequate with respect to applicant’s skills and training 4. <u>DLW – Underemployed – Low-Income No PIRL 802</u> Employed and meets the definition of a low-income individual 5. <u>DLW – Underemployed - Earning Less No PIRL #</u> An underemployed or unemployed Dislocated Worker who, for the entire time since layoff, has been either unemployed or earning less than at the job at which he/she was laid off	<u>DLW – 3. Underemployed – Applicant Skills, Training, Education</u> Documentation of applicants skills, training or education <u>DLW – 3. Underemployed – has been seeking work</u> Documentation that applicant has been seeking work using his/her skills, training, or education <u>DLW – 3. Underemployed – Inability to Find Work</u> Documentation of applicant’s inability to find appropriate work using those skills and training See Data Validation Low Income #802 <u>DLW – 5. Underemployed – Earning Less</u> Self-attestation of the situation, supported by appropriate documentation of unemployment or employment with less earnings than in a job at which he/she was laid off. Specific documentation is at the discretion of the Local Area. It may include, but is not limited to, documentation concerning the income at time of layoff and the income in each of the jobs since layoff.
<u>IN-SCHOOL YOUTH ELIGIBILITY – ISY</u> TEGL 21-16; WIOA 129; 681.220 Individual who is: 1. <u>ISY - Eligibility – Attending School PIRL #409</u> Including secondary and post-secondary school 2. <u>ISY - Eligibility - Not Younger Than Age 14 PIRL #200</u> or older than age 21 at time of enrollment 3. <u>ISY – Eligibility - Low Income</u> All ISY must be low income except 5% exception, <u>And</u>	Document eligibility elements and document all barriers that apply to the participant <u>ISY – Eligibility - Self-Attestation & School Doc</u> Self-attestation plus supporting documentation from school, including but not limited to: report card, schedule, and written or telephone verification from the school See Data Validation Date of Birth #200 See Data Validation Low Income #802 & Policy Manual Low Income Form 1.3 NOTE: If family shows little or no income, applicant must write a statement as to how expenses are met

4. One or More of the Following Barriers: <u>ISY – Eligibility-Barrier-Basic Skills Deficient #804</u> <u>ISY – Eligibility - Barrier - English Language Learner #803</u> <u>ISY – Eligibility - Barrier – Offender #801</u> <u>ISY – Eligibility - Barrier–Homeless/Runaway #800</u> <u>ISY – Eligibility - Barrier - Foster Care/Aged Out #704</u> <u>ISY – Eligibility - Barrier - Pregnant or Parenting #701</u> <u>ISY – Eligibility - Barrier - Individual with a Disability #202</u> <u>ISY – Eligibility - Barrier - Additional Assistance #702</u> to complete an educational program or to secure or hold employment	See Data Validation Basic Skills Deficient #804 See Data Validation English Language Learner #803 See Data Validation Offender #801 See Data Validation Homeless/Runaway #800 See Data Validation Foster Care #704 See Data Validation Pregnant or Parenting #701 See Data Validation Disability #202. Note: Self-attestation, where the participant acknowledges a disability can be recorded on the application and uploaded into AJL. Other confidential documentation items that more directly identify the disability cannot be uploaded to AJL. They must be retained in the Local Office in a locked cabinet. See Data Validation Requires Additional Assistance #702
<u>OUT-OF-SCHOOL YOUTH ELIGIBILITY – OSY</u> 681.210; TEGL 21-16; WIOA 129 Individual who is: 1. <u>OSY – Eligibility - Not attending any School PIRL #409</u> 2. <u>OSY – Eligibility - Not Younger than Age 16 PIRL #200</u> or older than age 24 at time of enrollment, AND One or More of the Following Barriers:	Document eligibility elements and document all barriers that apply to the participant. <u>Self-attestation</u> See Data Validation Date of Birth #200

<u>OSY – Eligibility Barrier - School Dropout #409</u> (Does not include Post-secondary) OSY – Eligibility - Compulsory School Attendance Age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter. <u>OSY – Eligibility Barrier – Compulsory Under age 18 PIRL #409</u> <u>OSY – Eligibility Barrier – Compulsory Not Attend School Complete Qtr PIRL #409</u> <u>OSY – Eligibility Barrier – Compulsory Not Exempt No PIRL #</u> 3. OSY – Diploma/GED - Low-Income – and is either Basic Skills Deficient or English Language Learner (document #408 & #802) <u>OSY – Eligibility Barrier - Recipient of HS diploma/GED PIRL #408</u> <u>OSY – Eligibility Barrier - Low Income #802</u> And one or more of the following barriers a. <u>OSY – Eligibility Barrier - Basic skills deficient #804</u> OR b. <u>OSY – Eligibility Barrier - English Language Learner #803</u>	See Data Validation School Status #409 See Data Validation Date of Birth #200 & School Status at Program Entry #409 <u>Self-attestation</u> Supported by written or telephone documentation from school <u>Self-attestation</u> <i>Applicant Meets all the Following Conditions</i> 1. Has not received a high school diploma or equivalent 2. Is not enrolled in a post-secondary institution 3. Does not regularly attend an adult education program 4. Is not enrolled in the Arkansas National Guard Youth Challenge program <u>Self-attestation</u> With details concerning place of graduation See Data Validation Low Income #802 NOTE: If family shows little or no income, applicant must write a statement as to how expenses are met See Data Validation Basic Skills Deficient #804 See Data Validation English Language Learner #803
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4. <u>OSY – Eligibility Barrier - Offender # 801</u> 5. <u>OSY – Eligibility Barrier - Homeless/Runaway #800</u> 6. <u>OSY – Eligibility Barrier - Foster Care/Aged Out #704</u> Foster care or aged out or left for other allowed reasons 7. <u>OSY – Eligibility Barrier Pregnant or Parenting #701</u> 8. <u>OSY – Eligibility Barrier - Individual with a Disability #202</u> 9. <u>OSY – Eligibility Barrier – Additional Assistance #702</u> Low income youth who require additional assistance to enter or complete an educational program or to secure or hold employment	See Data Validation Offender #801 See Data Validation Homeless/Runaway #800 See Data Validation Foster Care #704 See Data Validation Pregnant or Parenting #701 See Data Validation Disability #202. Note: Self-attestation, where the participant acknowledges a disability can be recorded on the application and uploaded into AJL. The other 3 confidential documentation items more directly identify the disability and cannot be uploaded to AJL. They must be retained in the Local Office in a locked cabinet. See Data Validation Youth Who Needs Additional Assistance #702
<u>VETERAN INFORMATION</u> <u>Veteran or Eligible Spouse No PIRL #</u> Documentation required at point of determining eligibility or veterans' priority for benefits (TEGL 10-09) A/D/Y/DWG	Document one document in each appropriate category VETERAN <u>Veteran or Eligible Spouse – Veteran Documentation</u> Eligibility documents from TEGL 10-09 1. DD 214 issued following separation from active duty 2. Official notice issued by the VA that establishes entitlement to a disability rating that meets eligibility requirements or an award of compensation to a dependent that meets eligibility requirements 3. An official notice issued by the state veterans' service agency that documents veteran status

	<u>Veteran or Eligible Spouse – Spouse Documentation</u> Eligibility Documents from TEGL 10-09 1. Official notice issued by the VA that establishes entitlement to a disability rating that meets eligibility requirements or an award of compensation to a dependent that meets eligibility requirements 2. An official notice issued by the Department of Defense that documents the eligibility of an individual, based on the missing or detained status of that individual's active duty spouse 3. An official notice issued by the state veterans' service agency that documents veteran status or spousal rights <u>Veteran or Eligible Spouse – Veteran Reporting Documentation</u> Veteran Reporting Only: 1. Self-attestation 2. Cross match of name & SSN with veteran data
<u>SUPPORTING DOCUMENTS</u> Examples of Supporting documents are documents that are not listed for Data Validation or Eligibility. Such as Completed Eligibility Policy Manual forms, information release forms, EEO forms, etc.	Upload all supporting documents to: <u>Supporting Documentation</u>

Instructions to Upload Documents into the AJL Uploader

When uploading a document, select “Enrollment” for all documents. Select “Eligibility” for eligibility documents, and “Validation” for Data Validation elements. Select “Supporting” for documents listed in the supporting section of the chart. For elements that are documented for both eligibility and Data Validation such as “Offender” select “Eligibility” and “Validation.”

#1.

Universal Information

Consolidated Service & Training

Consolidated Expenditure Report

Uploaded Documentation

Case Details Page: Click on “Uploaded Documentation”

#2.

Add New Document

Click on “Add New Document”

#3.

 **Select Or Drop File to Upload**

Please Select File

The file must be a PDF, Microsoft Word, Microsoft WordPad, or LibreOffice Writer document (.pdf, .doc, or .docx), no larger than 10 MB.

This step is to upload the documentation. Click on “Select or Drop File to Upload” and browse to find where you have stored the document.

 **Select Or Drop File to Upload**

DEV Test Doc.docx

The file must be a PDF, Microsoft Word, Microsoft WordPad, or LibreOffice Writer document (.pdf, .doc, or .docx), no larger than 10 MB.

The document has been added.

#4.

Document Name (required)

Birth Certificate

Enter the name of the document

#5.

File Description

Date of Birth #200

Enter the name of the element that is being documented and any other information that you think necessary. Information entered into this field will not display on the final Case Details page.

#6.

Document Item

Birth Certificate ▼

Item Scope

☐ Universal

☒ Enrollment

Document Type

☒ Eligibility

☒ Identity Verification

☒ Validation

- 1) Using the dropdown menu select the name of the document
- 2) Item Scope: select “Enrollment”
- 3) Select the purpose for the document. In this example it is all three.

#7.

Enrollment(s)

- ☒ Adult: March 02, 2026 (Open)
- ☐ Severe Storms 2025 (LR NC NW SW) AR 32: March 02, 2026 (Closed)
- ☐ Job Service: March 11, 2026 (Open)
- ☐ Job Service: April 18, 2023 (Closed)
- ☐ Job Service: January 09, 2019 (Closed)
- ☐ Job Service: January 14, 2020 (Closed)

Enrollment: Adult: March 02, 2026 (Open)

Data Elements to be Verified

- ☒ Date of Birth #200
- ☐ ISY - Eligibility - Not Younger than 14 PIRL #200
- ☐ Older Individual #200
- ☐ OSY - Eligibility - Not Younger than Age 16 #200
- ☐ Family Size
- ☐ OSY - Eligibility Barrier - Compulsory Under Age 18 PIRL #409

1. Select the program that the documentation is used for.
2. Select the Data Element that the document is used for verification. In this example, the Birth Certificate can be used for ISY, OSY and to document 55 & over for older individuals.

#8.

Save

Cancel

Click "Save"

#9.

Uploaded Documentation

Edit	Birth Certificate Birth Certificate	Enrollment	• Adult: March 02, 2026 (Open) • Date of Birth #200	Sandy Monaco	Jun 17, 2026
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Case Details Page: This is the final outcome of the steps above