

# Training & Support Services Eligibility Checklist



CareerSource Palm Beach County provides federally funded training scholarships and support services under the Workforce Innovation and Opportunity Act (WIOA) to help individuals find employment. Applicants must submit documentation to verify identity, residency, and eligibility for priority services. All information is used only for eligibility determination and federal reporting and remains confidential.

## How to Use This Checklist

**There are two separate ways to qualify for training scholarships and support services—each with its own eligibility criteria; find the path that applies to you and review the required documents below.**

### Path 1: Adult Eligibility

Based on income or priority of service (e.g., receiving public assistance, low income, or basic skills deficiency).

### Path 2: Dislocated Worker Eligibility

For individuals who are laid off, displaced, or unemployed due to circumstances beyond their control (e.g., job loss, business closure, military transition).

- ❗ All applicants must provide documents from Section 1
- ❗ Then, choose either Adult or Dislocated Worker eligibility criteria in Section 2

## Section 1: Required for All Applicants

Provide one document from each category below.

### > Identity & Legal Status

- ☐ Driver's License or State ID
- ☐ Passport
- ☐ Birth Certificate
- ☐ Permanent Resident Card (if applicable)
- ☐ Other: \_\_\_\_\_

### > Social Security Number (SSN)

- ☐ Social Security Card (must be signed)
- ☐ Social Security Administration (SSA) Printout (Verification of Benefits Letter)
- ☐ W-2, Tax Return, or Recent Pay Stub (with full SSN visible)
- ☐ DD-214 (with full SSN visible)
- ☐ Unemployment Insurance Benefits Document (with full SSN visible)

### > Proof of Florida Residency (If ID does not show current address)

- ☐ Utility Bill (within last 60 days)
- ☐ Lease or Mortgage Statement
- ☐ Official Government Correspondence (Bank Statement, Government Letter, etc.)
- ☐ Voter Registration Card

### > Selective Service (Males born after Jan 1, 1960)

- ☐ Selective Service Registration Card
- ☐ Online Verification from [www.sss.gov](http://www.sss.gov)
- ☐ Exemption Documentation (if applicable)

### > Veteran Status (If applicable)

- ☐ DD-214 (Member 4 document to show character of discharge)
- ☐ VA Benefits Letter
- ☐ Veteran ID Card

## Section 2A: Adult Eligibility

For applicants seeking training scholarships based on income or priority of service.

### > Public Assistance Verification

- ☐ TANF Records/Printout
- ☐ SNAP Records/Printout
- ☐ SSI Award Letter

### > Income-Based Eligibility (For Low-Income Adults)

- ☐ Last 6 months' pay stubs
- ☐ Unemployment Insurance (UI) records
- ☐ SNAP (Food Stamps) or TANF benefit letter
- ☐ Child Support Income Statement
- ☐ Self-employment profit/loss statement
- ☐ SSI/Social Security Disability (if applicable)

## Section 2B: Dislocated Worker Eligibility

For individuals who have lost employment due to layoffs, closures, military transition, or other qualifying circumstances.

**Dislocated Worker Qualification (Provide one document for your situation)**

### 1 Laid Off or Terminated Due to No Fault of Your Own

- ☐ Layoff Notice or Termination Letter from Employer
- ☐ Unemployment Insurance (UI) Records (if applicable)
- ☐ Proof of Business Closure or Mass Layoff (if announced by employer)

### 2 Separating Military Service Member (If honorably discharged within the last 180 days)

- ☐ DD-214 (Member 4 Copy) showing discharge status
- ☐ Military Separation Orders (if within 180 days of discharge)
- ☐ Proof of Unemployment Benefits (if applicable)

### 3 Spouse of a Military Member Who Was Relocated

- ☐ Permanent Change of Station (PCS) Orders
- ☐ Proof of Loss of Employment Due to Relocation
- ☐ Marriage Certificate (to confirm spouse relationship)

### 4 Displaced Homemaker (Lost Household Income Due to Divorce, Death, or Spouse Layoff)

- ☐ Divorce Decree or Death Certificate of Spouse
- ☐ Proof of Loss of Household Income (e.g., Layoff Letter, UI Records)

### 5 Previously Self-Employed but Now Unemployed Due to Economic Conditions

- ☐ Proof of Business Closure (Bankruptcy Filing, Business Dissolution, etc.)
- ☐ Tax Returns Showing Business Income Before Closure

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