



Workforce Investment Board

*Reaching Business*

## Acceptable Qualification Categories/Documentation

| No | Qualified Category   | Acceptable Documentation  |
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| 1  | <p><u>TARGETED EMPLOYMENT AREA (TEA) RESIDENT</u></p> <p>Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a resident of a targeted employment area (as defined in Section 7072 of the Government Code).</p>  | <ul style="list-style-type: none"> <li>• Form I-9, US Department of Justice, Immigration and Naturalization Service</li> <li>• W-4 with Address, Date, and Signature</li> <li>• Driver's License or State Identification Card</li> <li>• Landlord Statement</li> <li>• Lease or Rental Agreement</li> <li>• Utility Bill</li> </ul> |
| 2  | <p><u>ELIGIBLE/RECEIVING JTPA/WIA</u></p> <p>Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a person eligible for services under the federal Job Training Partnership Act (29 U.S.C. Sec. 1501 et seq.), or its successor, who is receiving, or is eligible to receive, subsidized employment, training, or services funded by the federal Job Training Partnership Act, or its successor.</p> | <ul style="list-style-type: none"> <li>• JTPA Documentation</li> <li>• WIA Documentation</li> </ul>   |
| 3  | <p><u>MEMBERS OF A TARGETED GROUP, AS DEFINED IN SECTION 51(D) OF THE INTERNAL REVENUE CODE.</u></p> <p>Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a member of a targeted group, as defined in Section 51(d) of the Internal Revenue Code, or its successor.( i.e. Targeted Jobs Tax Credit and its successors, Welfare to Work and Work Opportunity Tax Credits)</p>                      | <ul style="list-style-type: none"> <li>• Certificate from the Welfare to Work and Work Opportunity Tax Credit Office</li> </ul>   |

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| 4  | <p><u>ELIGIBLE/RECEIVING CALWORKS/GAIN</u></p> <p>Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a person eligible to be a voluntary or mandatory registrant under the Greater Avenues for Independence Act of 1985 (GAIN) provided for pursuant to Article 3.2 (commencing with Section 11320) of Chapter 2 of Part 3 of Division 9 of the Welfare and Institutions Code, or its successor.</p> | <ul style="list-style-type: none"> <li>• Public Assistance Card</li> <li>• Public Assistance Award Letter</li> <li>• Printout of Benefits Received</li> </ul>  |
| 5  | <p><u>ELIGIBLE/RECEIVING PUBLIC ASSISTANCE</u></p> <p>Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a person eligible for or a recipient of any of the following:</p> <p>(aa) Federal Supplemental Security Income benefits.<br/> (bb) Aid to Families with Dependent Children.<br/> (cc) Food stamps.<br/> (dd) State and local general assistance.</p>  | <ul style="list-style-type: none"> <li>• Public Assistance Award Letter</li> <li>• Benefit Printout</li> <li>• Current Food Stamp Identification Card or Award Letter</li> <li>• Social Security Insurance Award Letter or Check Stub</li> <li>• Refugee Cash Assistance (RCA)</li> <li>• Verification by Department of Social Services</li> </ul>                           |
| 6  | <p><u>LONG-TERM UNEMPLOYMENT/SIMILAR OCCUPATION</u></p> <p>Is long-term unemployed and has limited opportunities for employment or reemployment in the same or a similar occupation in the area in which the individual resides, including an individual 55 years of age or older who may have substantial barriers to employment by reason of age</p>   | <ul style="list-style-type: none"> <li>• Proof of receipt of unemployment benefits for at least 15 of the 26 weeks prior to the date of hire.</li> <li>• Unemployment Insurance Award Letter with claim history</li> <li>• Workers Investment Act Displaced Worker Unit Verification</li> <li>• Statement by the Unemployment</li> <li>• Insurance Representative</li> </ul> |
| 7  | <p><u>LAYOFF DUE TO PERMANENT PLANT CLOSURE OR SUBSTANTIAL LAYOFF</u></p> <p>Has been terminated or has received a notice of termination of employment as a result of any permanent closure or any substantial layoff at a plant, facility, or enterprise, including an individual who has not received written notification but whose employer has made a public announcement of the closure or layoff.</p>                                       | <ul style="list-style-type: none"> <li>• Notice of plant closure or layoff notice/WARN Notice</li> <li>• Statement from employer</li> <li>• Copy of printed media article describing the closure and proof of employment at the company</li> <li>• Bankruptcy Notice</li> </ul>  |

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| 8  | <p><u>DISLOCATED WORKER</u></p> <p>Has been terminated or laid off or who has received a notice of termination or layoff from employment, is eligible for or has exhausted entitlement to unemployment insurance benefits, and is unlikely to return to his or her previous industry or occupation.</p> | <ul style="list-style-type: none"> <li>• Copy of Termination Notice</li> <li>• Photocopy of printed media article or announcement describing layoff</li> <li>• Employer or union representative letter</li> </ul>   |
| 9  | <p><u>MILITARY INSTALLATION CLOSURE/REALIGNMENT LAYOFF</u></p> <p>Was a civilian employee of the Department of Defense employed at a military installation being closed or realigned under the Defense Base Closure and Realignment Act of 1990.</p>  | <ul style="list-style-type: none"> <li>• Copy of Determination Notice</li> <li>• Photocopy of printed media article or announcement describing the layoff</li> <li>• Employer or union representative letter</li> </ul>                                     |
| 10 | <p><u>Layoff due to Clean Air Act</u></p> <p>Has been terminated or laid off, or has received a notice of termination or layoff, as a consequence of compliance with the Clean Air Act.</p>   | <ul style="list-style-type: none"> <li>• Copy of Determination Notice</li> <li>• Photocopy of printed media article or announcement describing layoff</li> <li>• Employer or union representative letter describing reason for layoff</li> </ul>            |
| 11 | <p><u>SEASONAL OR MIGRANT WORKER</u></p> <p>Is a seasonal or migrant worker who experiences chronic seasonal unemployment and underemployment in the agriculture industry, aggravated by continual advancements in technology and mechanization.</p>  | <ul style="list-style-type: none"> <li>• Employer or union representative letter describing seasonal layoff</li> <li>• Copies of Termination Notices</li> </ul>   |
| 12 | <p><u>SELF-EMPLOYED INDIVIDUAL UNEMPLOYED DUE TO ECONOMIC CONDITIONS OR NATURAL DISASTERS</u></p> <p>Was self-employed (including farmers and ranchers) and is unemployed as a result of general economic conditions in the community in which he or she resides or because of natural disasters.</p>   | <ul style="list-style-type: none"> <li>• Bankruptcy documents listing the name of the business</li> <li>• Business License</li> <li>• Tax return (Schedule. C)</li> <li>• Copy of Articles of Incorporation listing the applicant as a principal</li> </ul> |
| 13 | <p><u>ACTIVE MEMBER OF THE ARMED FORCES/NATIONAL GUARD (9/30/1990)</u></p> <p>Was an active member of the armed forces or National Guard as of September 30, 1990, and was either involuntarily separated or separated pursuant to a special benefits program.</p>                                      | <ul style="list-style-type: none"> <li>• Report of Discharge from the Selective Services</li> <li>• Veterans Administration Documentation</li> <li>• Verification by State Veterans Agency</li> </ul>   |

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| 14 | <p><u>NATIVE AMERICAN</u></p> <p>Immediately preceding the qualified employee's commencement of employment with the taxpayer was a member of a federally recognized Indian tribe, band, or other group of Native American descent.</p>  | <ul style="list-style-type: none"> <li>• Native American Tribal Record Document</li> <li>• Certified Degree of Indian Blood (CDIB) Card Issued by Bureau of Indian Affairs</li> </ul>   |
| 15 | <p><u>DISABLED INDIVIDUAL</u></p> <p>Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a disabled individual who is eligible for or enrolled in, or has completed a state rehabilitation plan</p>                                | <ul style="list-style-type: none"> <li>• Physician's Statement</li> <li>• Rehabilitation Plan</li> <li>• State Vocational Rehabilitation Letter</li> <li>• Verification by State Rehabilitation Counselor</li> </ul>  |
| 16 | <p><u>EX-OFFENDER</u></p> <p>Immediately preceding the qualified employee's commencement of employment with the taxpayer, was an ex-offender. An individual shall be treated as convicted if he or she was placed on probation by a state court without a finding of guilt.</p> | <ul style="list-style-type: none"> <li>• Court Documents</li> <li>• Letter of Parole</li> <li>• Letter from Probation Officer</li> <li>• Police Records</li> <li>• Background Investigation report</li> </ul>   |
| 17 | <p><u>QUALIFIED VETERAN</u></p> <p>Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a service-connected disabled veteran, veteran of the Vietnam era, or veteran who is recently separated from military service.</p>           | <ul style="list-style-type: none"> <li>• DD-214, Defense Department Report of Separation</li> <li>• Veterans Administration Documentation</li> <li>• Verification by State Veterans Agency</li> </ul> <p>The guideline for recently connected will be separated within 48 months.</p>   |
| 18 | <p><u>ECONOMIC DISADVANTAGED PERSON 14 YRS OR OLDER</u></p> <p>Immediately preceding the qualified employee's commencement of employment with the taxpayer, was an economically disadvantaged individual 14 years of age or older.</p>  | <ul style="list-style-type: none"> <li>• Paycheck stubs with year to date salary for each member</li> <li>• Unemployment Insurance Documents or Printout</li> <li>• Public Assistance Records</li> <li>• Copy of Authorization to receive cash public assistance</li> <li>• Food Stamp Card</li> <li>• Authorization to obtain Food Stamps</li> <li>• Letter from Food Stamp Disbursing Agency</li> </ul> |