

**DOCUMENTATION CHECKLIST**  
**Youth Workforce Investment Act (WIA) Program, Area 11**

**Youth Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please submit the following documents for enrollment:**

☐ **Social Security Card**

☐ **Driver's License or Picture ID Card**

(Examples: Learner's Permit, Government ID, DMV/State ID card, school ID, etc).

☐ **Proof of Citizenship / Right to Work**

Please provide a Birth Certificate, Passport, INS Card, Voter's ID or work permit valid for at least one year.

☐ **If male, age 18 or older: Selective Service Registration Confirmation**

(Examples: Printout from [www.sss.gov](http://www.sss.gov), selective service card, or application confirmation letter)

☐ **Public Assistance Verification (if applicable)**

(Examples: Notice of Action letter, TANF documents, food stamp notification, EBT card with printed name, etc).

☐ **Income Verification**

Please provide proof of the last **6 months** pay for **each** working member of your family that currently lives with you. (Examples: Paystubs, bank statements, public assistance documents stating monthly income, or unemployment statements are acceptable).

☐ **Family Size Verification**

Please submit proof of how many relatives currently live with you. (Examples: Most recent tax return, lease, or public assistance letter with family members listed; and/or birth records of dependents).

☐ **School Records**

Please submit your most recent diploma, transcripts and/or report card, and Individual Educational Plan (IEP) as applicable.

☐ **Youth Barriers: Homeless, Foster Care, Runaway, Pregnant/Parenting, Offender, School Drop-Out, Basic Skills Deficient** (*Assessments may be provided by WIA to determine eligibility in this area if needed*).

Please provide documentation of any additional situations you have overcome or are currently overcoming.

☐ **Resume (if available)**

Please email a copy to case manager.

Documents should be returned to your case manager. Fax Number for all Case Managers is **703-653-1377**.

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