Checklist for WIOA Enrollment- Richmond County

APPLICATION REQUIREMENTS:

- ☐ Original Social Security Card
- ☐ Birth Certificate (Applicant)
- ☐ Valid Driver's License or State ID
- ☐ Address Verification
- ☐ Resume
- ☐ Collateral Contact (Issued by WIOA Case Manager at appointment)
- ☐ Food Stamp Award Letter, if applicable
- ☐ SSI, if applicable
- ☐ High School Diploma /GED/ Transcripts
- ☐ College Degree/Transcripts
- ☐ TABE test (administered by WIOA Case Manager)
- ☐ DD 214
- ☐ Selective Services (Males Only must be registered for Selective Service (www.sss.gov)
- ☐ Pay Stub- Current, last 2 months (Spouse)
- ☐ UI Benefits, if applicable (Letter from employer if Laid off/ Plant Closed/ Last day of employment)

EDUCATIONAL REQUIREMENTS, BASED ON INDIVIDUAL PROGRAM:

- ☐ Acceptance letter with Required Items (Uniforms, Stethoscope, Tools, Kits, Welding Supplies, Special Shoes, Etc).
- ☐ Registration (include tuition and fees)/ Class schedule (include class start date and time)
- ☐ Book Store Estimate (From Campus Bookstore for required books)
- ☐ Financial Aid Award Letter
- ☐ Three (3) Pre- Hire Letters for Truck Driving school

Please complete *prior* to your appointment:

- ➤ Update NCWorks Profile
- ➤ Complete <u>Background</u> section *and* <u>Self-Assessment profile</u> section in NCWorks

- 🗆 **My Individual Profiles**
  - 🗆 Personal Profile
    - General Information
    - Background
    - Activities
    - Memo
    - Documents
  - ⊞ Search History Profile
  - 🗆 Self Assessment Profile
    - Job Skills
    - Personal Skills
    - Workplace Skills
    - Work Interests
    - Work Values
    - Tools and Technology
    - Multiple
  - ⊞ Communications Profile

Appointment: _____

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