

Documentation Required – Dislocated Worker

GENERAL REQUIREMENTS

SOCIAL SECURITY NUMBER

Suitable Proof (ONE of the following):

- DD-214, Report of Transfer or Discharge (if Social Security Number is listed)
- Employment Records
- IRS Form Letter 1722
- Letter from Social Service Agency
- Drivers License (if Social Security Number is listed)
- Pay Stub
- Social Security Benefit Documents
- Social Security Card/Notice of Social Security Number Assignment
- W-2 Form
- U. C. Records (if Name and Social Security Number is shown)

AND

CITIZENSHIP OR ELIGIBLE TO WORK

Suitable Proof (ONE of the following):

- Alien Registration Card Indicating Right to Work (INS Form I-151, I-551, I-94, I-688A I-197, I-179)
- Baptismal Certificate (if Place of Birth is shown)
- Birth Certificate
- DD-214, Report of Transfer or Discharge (if Place of Birth is shown)
- Food Stamp Record
- Foreign Passport Stamped Eligible to Work
- Hospital Record of Birth (if Place of Birth is shown)
- Hand Gun Permit
- Naturalization Certification
- Public Assistance Records
- U. S. Passport
- Social Security Card (Work Eligible) with I. D.
- Native American Tribal Document
- One verification source from List A of the I-9 Form OR one verification source from List B **AND** one verification source from List C of the I-9 Form*
- School Records (added 9/12/2006)

AND

AGE/BIRTHDATE

Suitable Proof (ONE of the following):

- Baptismal Record (if Date of Birth is shown)
- Birth Certificate
- DD-214, Report of Transfer or Discharge Paper
- Driver's License
- Federal, State or Local Government Identification Card

- Hospital Record of Birth (if Full Name is shown)
- Passport
- Public Assistance/Social Service Records
- School Records/Identification Card
- Work Permit

AND

SELECTIVE SERVICE REGISTRANT

Suitable Proof (ONE of the following):

- Selective Service Advisory Opinion Letter
- Selective Service Registration Record (Form 3A)
- DD-214, Report of Transfer or Discharge
- Stamped Post Office Receipt of Registration
- Internet Verification/Registration (www.sss.gov) VISIT SITE AND PRINT PROOF TO BRING WITH YOU.
- Selective Service Telephone Verification (847) 688-6888

**AND ONE OF THE FOLLOWING CATEGORIES SPECIFIC TO
DISLOCATED WORKERS**

TERMINATED/LAID OFF/RECEIVED NOTICE OF TERMINATION OR LAYOFF

Suitable Proof (ONE of the following):

- Certification of Expected Separation
- Layoff Letter from Employer
- Verification from Prospective Employer
- Verification from Employment Agency
- Self-Certification Form
- Other verifiable sources as appropriate

AND

ELIGIBLE FOR UI

Suitable Proof (ONE of the following):

- UI Documents and/or Printout
- E.S. Contact
- Profile Reemployment Program (PREP) Service Activity Plan
- Other verifiable sources as appropriate

AND

UNLIKELY TO RETURN (Reemployment Opportunity is poor)

Suitable Proof (ONE of the following):

- Contact with Separating Employer

- Job Service Contact
- Layoff/Termination Notice
- Profile Reemployment Program (PREP) Service Activity Plan
- Statewide/Local Labor Market Information
- UC Printout listing Reason for Termination
- Self-Certification Form
- Telephone Verification
- Other verifiable sources as appropriate

OR

PERMANENT CLOSURE OF PLANT/FACILITY/ ENTERPRISE OR SUBSTANTIAL LAYOFF

Suitable Proof (ONE of the following):

- Certification of Expected Separation
- Letter from Employer
- Media Announcement with Employment Verification
- Contact with Separating Employer
- Layoff Notice
- Public Notice as determined by the State's Rapid Response Coordination Services
- UI Documents and/or Printout
- WARN Notice to Individual with Separating Employer
- WARN Notice to Labor Union which represents Worker
- Self-Certification Form
- Telephone Verification
- Other verifiable sources as appropriate

GENERAL ANNOUNCEMENT OF CLOSURE

- Verification from Media Source
- Employer Verification
- Self-Certification Form
- Telephone Verification
- Other verifiable sources as appropriate

OR

FORMERLY SELF-EMPLOYED/CURRENTLY UNEMPLOYED

- Business License/Permit
- IRS Forms
- Labor Market Information
- Unemployment Rate
- Approved Labor Market Analysis
- Business Ledgers
- Chapter 7 – Bankruptcy published in Newspaper (Date must be shown)
- Chapter 11 – Bankruptcy published in Newspaper (Date must be shown)
- Failure of Business Supplier
- Failure of Business Customer
- Depressed Prices or Market
- Federal/State Declaration of Disaster

- BWI Approved Disaster AND Permanent Dislocation
- Self-Certification Form
- Telephone Verification
- Other verifiable sources as appropriate

OR

DISPLACED HOMEMAKER

- IRS Forms
- Court Records
- Medical Records
- Bank/Financial Records
- Divorce Decree
- Spouse Death Certificate
- Spouse Disability check
- Self-Certification Form
- Other verifiable sources as appropriate

AND

- Employer Verification
- Job Search Verification
- Self-Certification Form
- Telephone Verification
- Other verifiable sources as appropriate