

Out-Of-School Youth Enrollment Checklist

Must Complete the Wagner Peyser Application in MoJobs, add a Participation Activity, and Refer to WIOA

GENERAL/BASIC

Social Security Number (*Choose one below--documentation must show SSN*)

- | | |
|---|---|
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> DD -214 |
| <input type="checkbox"/> Employment Records | <input type="checkbox"/> Social Service Agency Records |
| <input type="checkbox"/> W-2 Form | <input type="checkbox"/> Social Security Benefits |
| <input type="checkbox"/> Selective Service Registration | <input type="checkbox"/> Proof of UI eligibility/unemployment records |

Date of Birth (*Choose One Below*)

- | | |
|--|--|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Federal, State, Local or Tribal ID card |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> DD-214 |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Public Assistance/Social Services Records |
| <input type="checkbox"/> School records or ID cards | <input type="checkbox"/> Hospital Record of Birth |
| <input type="checkbox"/> Work Permit | <input type="checkbox"/> Proof of UI eligibility/unemployment wage records |
| <input type="checkbox"/> Baptismal Record | <input type="checkbox"/> Family Bible |
| <input type="checkbox"/> Report of Transfer or Discharge Paper | <input type="checkbox"/> Selective Service Registration |
| <input type="checkbox"/> Justice System Records | <input type="checkbox"/> Medical Records |
| <input type="checkbox"/> Signed Letter from a parent or guardian | |
| <input type="checkbox"/> Self-attestation (last resort method) | |

Citizen/Eligible to Work in US (*Choose one below*)

- | | |
|--|--|
| <input type="checkbox"/> DD-214 | <input type="checkbox"/> Alien Registration Card/Work Permit |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> I-9 Supporting Documentation |
| <input type="checkbox"/> Foreign Passport (stamped eligible to work) | <input type="checkbox"/> Naturalization Certification |
| <input type="checkbox"/> Hospital Record of Birth | <input type="checkbox"/> US Passport |
| <input type="checkbox"/> Proof of UI eligibility/unemployment wage records | |

EO Complaint and Grievance Notice

Selective Service Registration (Males born after 1959)

Eligible Veteran (*Choose one below if applicable*)

- | | |
|---|--|
| <input type="checkbox"/> DD-214 | <input type="checkbox"/> Letter from Veterans Administration |
| <input type="checkbox"/> Cross-Match with Department of Defense Records | <input type="checkbox"/> Cross-Match with Veterans Services Database |
| | <input type="checkbox"/> Self-Attestation |

Out-of-School Youth

- ☐ **Not attending school**
- ☐ Applicable records from education institution: GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation
 - ☐ Self-Attestation/Signed Intake ☐ Case Notes

☐ **16-24 Years Old (*See date of birth above*)**

☐ **Barrier (*Select all that apply below*)**

- ☐ School Dropout (*Select one below*)
 - ☐ Applicable records from education institution
 - ☐ Attendance records, transcripts, dropout letter, or school documentation
 - ☐ Self-Attestation form/Signed Intake

<input type="checkbox"/> Supposed to be in school but did not attend last calendar quarter--Compulsory Attendance <i>(Select one below)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Applicable records from education institution <input type="checkbox"/> Attendance records, transcripts, dropout letter, or school documentation <input type="checkbox"/> Signed WIOA intake/Intake Application 	
<input type="checkbox"/> Low income high school graduate who is basic skills deficient or English language learner <i>(Select one below)</i> <p><i>For BSD:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Assessment test results <input type="checkbox"/> Applicable Records from Education Institution <p><i>For ELL:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Assessment test results <input type="checkbox"/> Applicable Records from Education Institution <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> Case Notes <input type="checkbox"/> Self-Attestation/Signed Intake Application 	
<input type="checkbox"/> Offender <i>(Select one below)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Self-Attestation/Signed Application <input type="checkbox"/> Case Notes <input type="checkbox"/> Documentation from the Juvenile or Adult Criminal Justice System <input type="checkbox"/> Written statement or referral document from a court or probation officer <input type="checkbox"/> Referral transmittal from a Reintegration Agency <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Federal bonding application 	
<input type="checkbox"/> Homeless or runaway <ul style="list-style-type: none"> <input type="checkbox"/> Self-Attestation/Signed Application <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Written statement from individual providing shelter or social service agency <input type="checkbox"/> Case notes <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> Letter from caseworker or support provider 	
<input type="checkbox"/> Foster child or aged out of foster system <i>(choose one below)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Self-Attestation/Signed Intake <input type="checkbox"/> Written Confirmation from Social Services <input type="checkbox"/> Foster Care Agency Referral <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> Case notes <input type="checkbox"/> Needs Assessment 	
<input type="checkbox"/> Pregnant or Parenting <i>(Males do not qualify until birth of child-- Choose one below)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Self-Attestation/Signed Application <input type="checkbox"/> Needs Assessment <input type="checkbox"/> WIC eligibility verification <input type="checkbox"/> TANF Single Parent Eligibility Verification <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> Case notes 	
<input type="checkbox"/> Individual with a disability <i>(Choose one below)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Self-attestation form <input type="checkbox"/> School 504 records <input type="checkbox"/> Assessment test results <input type="checkbox"/> School IEP record 	
<input type="checkbox"/> Youth Who Needs Additional Assistance (locally-defined barrier) Board Approval Required <ul style="list-style-type: none"> <input type="checkbox"/> Self-Attestation/Signed Application <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> Case Notes <input type="checkbox"/> Other documentation that reasonably supports the defined barrier in the WDB Local Plan <ul style="list-style-type: none"> <input type="checkbox"/> Fired/Terminated <input type="checkbox"/> At risk of drop-out <input type="checkbox"/> Attending an alternative school <input type="checkbox"/> Behavioral Problems at School <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Incarcerated Parent(s) <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Migrant Youth 	