

LOW INCOME -ADULT	Verification Source	Check if Used
	Public Housing Authority if resident or on wait list*	
	Written statement from publicly or privately supported 24-hour care facility or institution, i.e., prison, mental facility, group home, etc., signed and dated by facility representative	
	WIOA Statement of Family Size/Family Income with signature of corroborating witness	
	Self-certification in Extreme Circumstances	
Individual/Family Income (Low Income) Verification should be provided for each applicable income source. If the applicant is low-income based on meeting the definition of TANF, SNAP (Food Stamps), SSI, Homeless, or Foster Child, this must be verified. Note: "Cardinal Card" alone is not sufficient evidence applicant is receiving SNAP (food stamps).	Alimony Agreement*	
	Award letter from Veterans Administration*	
	Bank Statement (Direct Deposit) *	
	Compensation Award Letter*	
	Court Award Letter*	
	Employer Statement/Contact*	
	Farm or Business Financial Records*	
	Housing Authority Verification, either resident or on wait list*	
	Pay Stubs*	
	Pension Statement*	
	Income-based Public Assistance Records*	
	Quarterly Estimated Tax for Self-Employed Persons (Schedule C)*	
	Social Security Benefits*	
	UI Documents and/or Printout*	
	WIOA Statement of Family Size/Family Income	
	Self-certification in Extreme Circumstances	
Public Assistance-(Low Income) Note: "Cardinal Card" alone is not sufficient evidence applicant is receiving SNAP.	Copy of Authorization to Receive Public Assistance*❖	
	Copy of Public Assistance Check*❖	
	Medical card showing grant status*❖	
	DSS ID card showing grant status*❖	
	DSS records/printout*❖	
	Refugee assistance records*❖	
	SNAP (food stamps) - - DSS records, SNAP authorization letter, postmarked SNAP mailer or other signed supporting documentation*❖	
Homeless Status (Low Income) Refer to McKinney-Vento Homeless Assistance Act and/or Violence Against Women Act	Written and signed statement from person providing temporary residence❖	
	Written statement from shelter❖	
	Written statement from Social Service agency❖	
	Self-certification in Extreme Circumstances	

LOW INCOME -ADULT	Verification Source	Check if Used
Supported Foster Child; (considered under “Low Income” definition)	Court contact❖	
	Court documentation❖	
	Medical card❖	
	Verification of payments made on behalf of child❖	
	Written statement from State/Local Agency❖	
Person with Disability (Low Income)	Letter from drug or alcohol rehab agency*	
	Letter from child study team stating specific disability*	
	Medical records*	
	Physician’s statement*	
	Psychiatrist’s diagnosis*	
	Psychologist’s diagnosis*	
	Rehabilitation evaluation*	
	Sheltered workshop certification*	
	Social Services records/referral*	
	Social Security Administration disability records*	
	Veteran’s Administration letter/records*	
	Vocational Rehabilitation letter*	
	Worker’s Compensation record*	
	School records*	
	Common intake form printed with applicant & staff worker signatures*	
	Self-certification in Extreme Circumstances*	
	DEI Statement signed by applicant*	

LOW INCOME -ADULT	Verification Source	Check if Used
Individual Status/Family Size (Low Income)	Birth Certificate	
	Decree of Court	
	Disabled (see Persons with Disability)	
	Divorce Decree	
	Landlord statement	
	Lease (residential)	
	Marriage certificate	
	Medical card	
	Most recent tax return supported by IRS documents*	
	Income-based Public Assistance/Social Service Agency records*	

Veteran Status (for determining Priority of Service Only). See VWL 18-04 for further guidance	DD-214, Report of Transfer or Discharge or official Discharge documentation issued by branch of the military,	
	Letter from Dept. of Affairs indicating applicant's veteran status	
	Veteran's Identification Card (VIC)	