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):

- 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 DISLOCIATED WORKERS

TERMINATED/LAI D 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