

# WORKSTARTYES REQUIRED DOCUMENTS



## BIRTH CERTIFICATE



## IDENTIFICATION

State issued ID card or state issued drivers license. \*School ID may be used for youth ages 17 and younger.



## SOCIAL SECURITY CARD

*\*Must be signed*



## PROOF OF ADDRESS

*\*Must provide if address on ID does not match mailing address.*

Proof of address may include a utility bill, a lease agreement, an insurance card, and more.



## PASSPORT TO SERVICE

A Passport to Service form (provided by HSA) should be obtained if the youth/family receive public assistance.  
 ISY: Income verification  
 OSY: Proof of barrier(s)



## OUT OF SCHOOL

Copy of high school diploma, GED, or a transcript with a drop date.

## SELECTIVE SERVICE



All male participants 18+ must show proof of registration to the selective service.

## IN-SCHOOL YOUTH MUST ALSO PROVIDE ...



## LOW-INCOME VERIFICATION

Participants can provide one of the following to verify low-income:

- Free/reduced lunch letter
- 6 months of parent/guardian paystubs or unemployment
- Passport to Services



## TRANSCRIPT & CREDITS

**110 Credit Minimum**

for youth enrolled in alternative school.

**120 Credit Minimum**

for youth enrolled in traditional school.

## PROVIDE A COPY OF AN ACTIVE I.E.P

Youth with an active I.E.P. will be counted as a family of 1 and will meet low-income requirements without additional verification.

## FOSTER YOUTH MUST ALSO PROVIDE ...



## COURT DOCS

Foster Child or Group Home Agreement

**OR**



## LETTER

A written statement from a state/local agency.

**OR**



## PAYMENTS

Verification of payments on behalf of the youth.

