



Date initial information received:

## Workforce Innovation and Opportunity Act Program (WIOA)<sup>1</sup>

The Howard County Office of Workforce Development (HCOWD) would like to thank you for your interest in applying for individualized services under the Workforce Innovation and Opportunity Act (WIOA)\*. To assist us in meeting your workforce needs, you must complete and submit the following items. Incomplete forms and documentation will not be processed.

### 1. WIOA Applicant Self-Certification Verification Form

### 2. WIOA Documentation Check-Off Sheet- All applicants **MUST**:

- Provide one form of documentation for numbers 2-5 and
- Provide all applicable documentation for numbers 6-10. If not applicable, you must check the "N/A" box.

## Please Note:

- ✓ Veterans and their eligible spouses are encouraged, but are **NOT** required to provide eligibility documents prior to meeting with a workforce consultant and will be given priority of service in time and funding. Please see the receptionist for assistance.
- ✓ In addition to providing documentation, you may be required to complete additional assessments.
- ✓ If you are requesting training for which PELL grants are available, you will be required to complete the FREE application for Student Aid (FASA) form before you are approved for training.
- ✓ Incomplete documentation is destroyed by shredded if not completed within 30 days after submission.

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HOWARD COUNTY OFFICE OF WORKFORCE DEVELOPMENT—*Connecting People and Business*

**The Columbia Workforce Center**  
7161 Columbia Gateway Drive, Ste. D  
Columbia, MD 21046  
PHONE: (410) 290-2620  
FAX: (410) 290-2626

**Laurel Regional Workforce Center**  
312 Marshall Avenue, 6th Floor  
Laurel, MD 20707  
PHONE: (301) 362-9708  
ESPAÑOL: (301) 362-9709

WEB: [www.howardcountymd.gov/howardworkforce](http://www.howardcountymd.gov/howardworkforce)  
EMAIL: [owd@howardcountymd.gov](mailto:owd@howardcountymd.gov)

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\* Workforce Innovation and Opportunity Act Program (WIOA)

# WIOA Includeable Income

- ✓ Social Security retirement (regular payments)
- ✓ Veteran's payments (regular payments)
- ✓ Alimony
- ✓ Pensions (e.g., private, government, military retirement)
- ✓ Net rental income
- ✓ Interest and dividends
- ✓ Net receipts from farm self-employment (receipt from a farm which one operates as an owner, renter, or sharecropper, after deductions from farm operating expenses)
- ✓ Military family allotments or other regular payments (excluding child support) from an absent family member or someone not living in the household (but considered as part of the family definition)
- ✓ Net receipts for non-farm self-employment (receipts from a person's own incorporated business, professional enterprise or partnership, after deductions for business expenses)
- ✓ Net royalties and/or periodic receipts from estate trust
- ✓ Worker's Compensation (regular payments)
- ✓ Railroad retirement (regular payments)
- ✓ Regular insurance or annuity payments
- ✓ Net gambling or lottery winnings
- ✓ Training Stipends (regular payments)
- ✓ Strike benefits from union funds (regular payments)
- ✓ College or university grants, fellowships, and assistantships (excluding needs-based scholarships)
- ✓ Gross wages and salaries (before deductions) including wages earned in OJT, wages earned while on reserve duty in the Armed Forces and severance pay
- ✓ Social Security Disability Insurance (SSDI) (regular payments)



# WIOA Applicant Self-Certification Verification Form

Incomplete forms and documentation will not be processed.

Customer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

1) What is your current source of income? (ex. child support, social security, pension, etc.) Please refer to the back of the cover sheet for a list of includable income.

\_\_\_\_\_

2) How many people are in your family? \_\_\_\_\_

**Family Definition-** two or more persons related by blood, marriage or decree of court, who are living in a single residence. Ex. (A) husband, wife, same-sex spouse, and dependent children (B) A parent or guardian and dependent children (C) A husband and wife.

3) How many dependent children under the age of 18 are in your home? \_\_\_\_\_

4) Do you currently receive unemployment insurance? YES NO

5) Are you a veteran or the spouse of a veteran? YES NO

6) Have you exhausted your unemployment insurance benefits within the past 18 months?  
YES NO

7) What public assistance do you receive? (please circle)

TANF Food Stamps Medical Assistance None Other (specify) \_\_\_\_\_

8) Are you currently employed? YES NO

If yes, please answer the following questions below:

➤ What was your employment start date: \_\_\_\_\_

➤ What is your hourly wage? \$\_\_\_\_\_ number of hours worked per week? \_\_\_\_\_

9) If you are not employed:

➤ Have you been employed in the past 6 months? YES NO

➤ What was your last date of employment? \_\_\_\_\_

➤ What was your hourly wage? \$\_\_\_\_\_ number of hours worked per week? \_\_\_\_\_

10) Do you have a spouse who is employed? YES NO

➤ What was their employment start date? \_\_\_\_\_

➤ What is their hourly wage? \$\_\_\_\_\_ number of hours worked per week? \_\_\_\_\_

I certify that the information provided in this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and that the above information, if misrepresented, may be grounds for immediate termination from the WIOA program and/or penalties as specified by law. If all required documentation is not submitted, the process will be delayed.

Customer Signature (please sign)

Date

# WIOA Documentation Check-Off Sheet

Please check the appropriate box for each question and provide the applicable documentation.

## 1) Maryland Workforce Exchange System (MWE): [www.mwejobs.maryland.gov](http://www.mwejobs.maryland.gov)

- I have registered  I have received an orientation to center services

## 2) Residence:

- MD driver's license or non-driver's ID card  Utility bill in applicant's name  
 Lease agreement or rent receipt  Homeless: Please provide self-attestation or written statement from shelter, social service agency or from the individual proving residence  
 Postmarked mail with applicant's name and address

## 3) Social Security Number

- Social security card or NUMI printout  DD-214, report of transfer or discharge (if SSN is listed)  
 Pay Stub with full SSN or W-2 form  Letter from social service agency

## 4) Age

- Birth certificate or hospital record of birth  Public assistance/social service records  
 DD 214, report of transfer or discharge paper  School records/identification card/work permit  
 Driver's license  Federal, state, or local government ID card  
 Tribal records  U.S. Passport (unexpired)

## 5) Citizenship or Authorization to Work:

- Birth certificate or hospital record of birth  Voter registration card or U.S. Passport (unexpired)  
 Public assistance records or food stamp records  Native American tribal document  
 Naturalization certification  DD-214 (If place of birth is shown)  
 Alien registration card for showing right to work  
DHS/USCIS: I-151, I-94, I-688, I-688 A/B, I-197, I-179, I-766,  
 Baptismal certificate (if place of birth is shown)

## 6) Selective Service (if applicable) Required of all males born after 12/31/1959

- Selective service registration card or acknowledgement letter  sss.gov screen printout  
 N/A

## 7) Veteran's status (if applicable)

- DD-214 or cross match with veteran data  Letter from Veteran's Administration  
 N/A (*I am not a veteran*)

## 8) Low Income Verification (If you receive public assistance, please provide)

- Public assistance record  Medical card showing grant status  
 Copy of payment or authorization to receive cash assistance  N/A

## 9) Displaced Homemaker: (if applicable)

- Public assistance record  Spouse's death record  
 Spouse's layoff  N/A  
 Court record or divorce papers

## 10) Layoff/Closure (if applicable)

- Layoff notice on company letterhead stating applicant's name, date of layoff, and layoff reason  Proof of unemployment insurance eligibility  
 Self-employment  N/A