

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

Documentation verified in the TIERS system, sss.gov, or WIT must be stored in the document management system with other documentation. Documentation verified in TWIST does not need to be printed for the file. Indicate the method of verification in a TWIST Counselor Note.

Information should be recorded in Intake Common. If a Program Detail exists, also record on corresponding Program Detail screen.

**NOTE:** Other documentation sources may appear in the TWIST Documentation Source drop-down menu; however, the only allowable sources are those listed here.

Self-attestation must be used only when other allowable documentation sources for the eligibility criteria are not available. Self-attestation may be verbal or written from the customer. For written self-attestation, the individual must:

- Identify their status; and
- Sign and date a form (hard copy or virtual) attesting to their status.

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>General Eligibility</b>			
<b>Criteria</b>	<b>Qualification</b>	<b>Documentation</b>	<b>TWIST Screens</b>
<b>Age</b>	<b>In-School Youth: Age 14 -21</b>  <b>At time of eligibility determination</b>	Birth certificate (preferred) Baptismal record DD-214, Certificate of Release or Discharge from Active Duty Driver's license Federal, state, or local government identification card Hospital record of birth	Intake Common- Identity
	<b>Out-of-School Youth: Age 16-24</b>  <b>At time of eligibility determination</b>	Passport Public assistance/social service records School records School identification card Work permit	
	<b>Adult: 18+</b> <b>Dislocated Worker: 18+</b>	Native American tribal document Other official document issued by a federal, state, or local government agency, such as discharge documents from the Texas Department of Criminal Justice with date of birth included	
<b>Selective Service Registration</b>	<b>Males 18 years and older, born on or after 1/1/1960, must register for Selective Service no later than the day before their 26th birthday</b>	Selective Service System letter/registration letter Internet verification/registration ( <a href="http://www.sss.gov/">http://www.sss.gov/</a> ) and referenced in TWIST Counselor Notes Telephone verification (847) 688-6888 or toll free 1-888-665-1825 and referenced in TWIST Counselor Notes DD-214, Certificate of Release or Discharge from Active Duty Self-attestation (written only) that failure to register was not knowing or willful, maintained in the document management system, and referenced in TWIST Counselor Notes	Intake Common- Characteristics

# Validating and Entering Qualifications for Workforce Solutions Financial Aid

## General Eligibility

Criteria	Qualification	Documentation			TWIST Screens
<p><b>Eligible for Employment in the U.S.</b></p>	<p><b>Authorized to Work in the U.S.</b></p> <p>Requires:</p> <p>Authorization to Work checklist</p> <p><b>AND</b></p> <p>One item from list A</p> <p><b>OR</b></p> <p>One item from both list B and list C</p> <p>All items must be current and unexpired.</p>	<p><b>List A</b> <i>Documents that Establish Both Identity and Employment Eligibility</i></p> <p>U.S. passport or U.S. passport card</p> <p>Permanent resident card or alien registration receipt card (INS Form I-551)</p> <p>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p> <p>Employment Authorization Document that contains a photograph (INS Form I-766)</p> <p>In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</p> <p>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	<p><b>List B</b> <i>Documents that Establish Identity</i></p> <p>Driver license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p> <p>ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p> <p>School ID card with a photograph</p> <p>Voter registration card</p> <p>U.S. Military card or draft record</p> <p>Military dependent's ID card</p> <p>U.S. Coast Guard Merchant Mariner Card</p> <p>Native American tribal document</p> <p>Driver license issued by a Canadian government authority</p> <ul style="list-style-type: none"> <li>● For persons under age 18 who are unable to present a document listed above:                             <ul style="list-style-type: none"> <li>School record or report card</li> <li>Clinic, doctor, or hospital record</li> <li>Day care or nursery school record</li> </ul> </li> </ul>	<p><b>List C</b> <i>Documents that Establish Employment Eligibility</i></p> <p>Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</p> <p>Certificate of Birth Abroad issued by the Department of Homeland Security (Form FS-240)</p> <p>Certification of Report of Birth issued by the Department of Homeland Security (Form DS-1350)</p> <p>Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal</p> <p>Native American tribal document</p> <p>U.S. Citizen ID Card (INS Form I-197)</p> <p>ID Card for Use of Resident Citizen in the United States (I-179)</p> <p>A letter of certification issued by the Department of Health and Human Services (human trafficking).</p> <p>Employment Authorization Document issued by the U.S. Department of Homeland Security</p> <p>Screen-print of Unemployment Insurance screen Current Claim Status</p> <p>Unemployment Insurance award letter</p> <p>Expedited Eligibility through TAA</p> <p>Expedited eligibility for an RESEA customer outreached within the last ten (10) weeks.</p>	<p>Intake Common-Characteristics</p>

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<b>Adult</b>			
<b>Criteria</b>	<b>Qualification</b>	<b>Documentation</b>	<b>TWIST Screens</b>
<b>General Eligibility</b>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Economic Eligibility</b>  <i>Only one qualification required</i>	<b>Individual Status/ Family Size</b>  Required in conjunction with Individual/Family Income or to document a member of a family receiving public assistance to demonstrate low-income	Self-attestation of Family Status form Birth certificate Divorce decree Decree of court Marriage certificate  <b>Note:</b> <i>For individuals with disabilities, the individual's income may be sufficient to determine low-income status. If the individual's income exceeds low-income levels, family income and size must be used to determine whether low-income status is met.</i>	Intake-Common Family Tab*
	<b>Individual with a Disability</b> <i>Must also determine income</i>  <b>Note:</b> <i>Detailed information about the disability is not necessary.</i>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Section 504 school record Assessment test results	Intake Common - Disability/Medical

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Adult			
Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		<b>TWIST Screens</b>
<p><b>Economic Eligibility (cont.)</b></p> <p><i>Only one qualification required</i></p>	<p><b>Income</b></p> <p>Determine family size. Then, use the family size to determine low income.</p> <p><b>Note:</b> <i>Not required if using TANF, SNAP, SSI, Homeless, School Lunch, OR Foster Care to determine low income.</i></p> <p><b>Note:</b> <i>Provide documentation for each applicable income source for each family member.</i></p>	<ul style="list-style-type: none"> <li>Alimony agreement</li> <li>Award letter from Veterans Affairs</li> <li>Bank statement</li> <li>Compensation award letter</li> <li>Employer statement/contact</li> <li>Family or business financial records</li> <li>Pay stubs</li> <li>Pension statement</li> <li>Public assistance records/printout</li> <li>Quarterly estimated tax for self-employed persons (Schedule C)</li> <li>Unemployment Insurance documents and/or printout</li> <li>Court award letter</li> <li>Self-employment verification form</li> <li>Other official document issued by a federal, state, or local government agency such as the Texas Department of Housing and Community Affairs or the Texas Department of Family and Protective Services (for foster youth), indicating monetary amount of assistance</li> <li>Self-attestation (written only) in the absence of available documents listed above and maintained in the document management system</li> </ul>	Intake-Common Income
	<p><b>An individual or family member* who is receiving TANF or has received TANF in the last 6 months</b></p>	<ul style="list-style-type: none"> <li>Crossmatch with TWIST TANF screens</li> <li>HHSC records (TIERS)</li> <li>Out-of-state HHSC/public assistance documentation</li> </ul>	Intake Common-Public Assistance
	<p><b>An individual or family member* who is receiving SNAP or has received SNAP in the last 6 months</b></p>	<ul style="list-style-type: none"> <li>Crossmatch with TWIST SNAP screen</li> <li>HHSC records (TIERS)</li> <li>Documentation from an authorizing agency of receipt of SNAP</li> <li>Telephone or written verification</li> </ul>	Intake Common-Public Assistance

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>Adult</b>			
<b>Criteria</b>	<b>Qualification</b>	<b>Documentation</b>	<b>TWIST Screens</b>
<b>General Eligibility</b>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		<b>TWIST Screens</b>
<b>Economic Eligibility (cont.)</b>  <i>Only one qualification required</i>	<b>An individual or family member* who is receiving SSI or SSDI or has received SSI or SSDI in the last 6 months</b>	Copy of authorization to receive cash public assistance Public assistance record Social Security benefits letter Telephone verification	Intake Common-Public Assistance
	<b>An individual or family member* who is receiving other public assistance or has received other public assistance in the last 6 months</b>  <i>Note: State or local General Assistance (GA) and Refugee Cash Assistance (RCA) only.</i>	Authorization to receive cash public assistance Public assistance check Medical card showing cash grant status Refugee assistance records Local cash assistance program	Intake Common-Public Assistance
	<b>Homeless</b>	Signed intake application or enrollment form Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Written statement or referral from a shelter or social services agency providing residence shelter Needs assessment from Workforce Solutions or other partner program Letter from a caseworker or support provider	Intake Common-Characteristics

*\*Based on the WIOA definition of family.*

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>Adult</b>			
<b>Criteria</b>	<b>Qualification</b>	<b>Documentation</b>	<b>TWIST Screens</b>
<b>General Eligibility</b>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Economic Eligibility (cont.)</b>  <i>Only one qualification required</i>	<b>Foster Care Youth or Former Foster Care Youth</b>	Written statement from social services agency Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Foster care agency referral transmittal Signed intake application or enrollment form Needs assessment from Workforce Solutions or other partner program Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program	Intake Common-Characteristics
	<b>Receives or is eligible to receive free or reduced-priced lunch</b>	School records	Intake Common-Characteristics
	<b>Basic Skills Deficient</b> <i>Scored 8.9 or below on standardized test (TABE)</i>	Assessed by a generally accepted standardized test (TABE) School records Self-attestation (verbal or written) and referenced in TWIST Counselor Notes	Intake Common-Characteristics and Assessments

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

Dislocated Worker			
Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Expedited Eligibility</b>  <i>Note: Selective Service registration must be verified.</i>	<b>Trade Adjustment Act (TAA)</b>	An open TAA Program Detail in TWIST An open TAA occupational or educational training service in TWIST  <i>Note: Customers who qualify under TAA also qualify as a Dislocated Worker; however, general eligibility criteria must be verified.</i>	Program Detail- Dislocated Worker tab
	<b>RESEA customer outreached for RESEA within the last ten (10) weeks</b>	A copy of RESEA outreach letter dated within the past ten (10) weeks.	Program Detail – Dislocated Worker tab
<b>Terminated, laid off, or received notice of termination or layoff; eligible for or exhausted Unemployment Insurance benefits; and unlikely to return to previous industry or occupation.</b>  <i>(Must meet all three qualifications.)</i>	<b>Terminated/Laid off/Received Notice of Termination or Layoff</b>  <b>AND</b>	Employer verification TWC Verification i.e. tpx1 printout TWIST Rapid Response list Notice of layoff Public announcement WARN notice Telephone/written verification from employer Self-attestation (verbal or written) and referenced in TWIST Counselor Notes	Intake Common- Dislocated Worker tab
	<b>Unemployment Insurance</b>	Eligible for, or has exhausted Unemployment Insurance benefits  <b>OR</b>	Intake Common- Employment Status
	<b>Unemployment Insurance</b>	Ineligible for Unemployment Insurance because of insufficient earnings or worked for an employer not covered under state Unemployment Insurance but can show attachment to the workforce	Intake Common- Employment Status
	<b>AND</b>  <b>Unlikely to return to same industry or occupation</b>	Labor market analysis, or Labor market Information, or Unsuccessful job search in the same industry or occupation AND Documentation in TWIST Counselor Notes stating the reason customer is unlikely to return to same industry or occupation.	Intake Common- Characteristics, Counselor notes



## Validating and Entering Qualifications for Workforce Solutions Financial Aid

Dislocated Worker			
Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Separating military service members or recently separated veterans</b>  <i>Note: Recently separated veteran means any veteran who applies for participation under WIOA within 48 months after discharge or release from active military, naval, air, or space service.</i>	<ul style="list-style-type: none"> <li>● <b>Recently separated, (within 48 months) discharged not dishonorably (voluntarily or involuntarily), and</b></li> <li>● <b>Unlikely to return to previous industry/occupation (separation from military satisfies this requirement)</b></li> </ul> <i>Note: Separating military service members or recently separated veterans may qualify under Category 1 as terminated or laid-off if they are discharged under conditions other than dishonorable.</i>  <i>Unemployment insurance eligibility, exhaustion, or other connection must be documented for veterans.</i>	DD-214, Certificate of Release or Discharge from Active Duty DD-215 Correction to DD-214, Certificate of Release or Discharge from Active Duty Other documentation that shows imminent separation	Intake Common-Dislocated Worker: <ul style="list-style-type: none"> <li>● Terminated/Laid Off</li> <li>● Attachment to Workforce</li> <li>● Unlikely to Return to Military</li> </ul>
<b>Business closure/ Substantial layoff</b>	<b>Permanent closure of plant/facility/ enterprise or substantial layoff</b>	Notice of layoff WARN notice Telephone/written verification from employer Unemployment Insurance Screen or award letter, if it provides evidence of substantial layoff in accordance with TWC or Board policy	Intake Common-Dislocated Worker
	<b>Notified of planned closure within 180 days of notice (employer or media)</b>  <b>OR</b>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes TWIST Rapid Response list Notice of layoff Documentation from media Documentation from state dislocated worker service Telephone/written verification from employer Unemployment Insurance Screen or award letter, if it provides evidence of substantial layoff	Intake Common-Dislocated Worker

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>Dislocated Worker</b>			
<b>Criteria</b>	<b>Qualification</b>	<b>Documentation</b>	<b>TWIST Screens</b>
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Business closure/ Substantial layoff</b>	<b>Announcement by employer of facility closure with no planned date or a date beyond 180 days of closure</b>	Employer verification Self-attestation (verbal and written) and referenced in TWIST Counselor Notes TWIST Rapid Response list Notice of layoff Documentation from media Telephone/written verification from official source	Intake Common-Dislocated Worker
<b>Formerly self-employed and presently unemployed because of general economic conditions in the community where the customer resides, or because of a natural disaster</b>	<b>Formerly self-employed</b>	Business license/permit IRS records TWC verification Telephone or written verification from official source	Intake Common-Dislocated Worker
	<b>AND</b>		
	<b>Local economic conditions</b>	TWC labor market information Unemployment rate Other approved labor market analysis Failure of business supplier Failure of business customer Depressed prices or market Telephone/written verification from official source	Intake Common-Dislocated Worker
	<b>OR</b>		
	<b>Resides in area affected by natural disaster</b>	Federal state declaration of disaster with some proof that customer resided in the area (utility bill or other mail to address, Disaster Unemployment Insurance, other proof that meets the reasonable person test) TWC declared disaster <b>AND</b> Permanent dislocation as a result of the natural disaster Telephone or written verification from official source	Intake Common-Dislocated Worker

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>Dislocated Worker</b>			
<b>Criteria</b>	<b>Qualification</b>	<b>Documentation</b>	<b>TWIST Screens</b>
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Displaced Homemaker</b>	<p><b>An individual who has provided unpaid services to family members in the home;</b></p> <p><b>AND</b></p> <p><b>is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment;</b></p> <p><b>AND</b></p> <p><b>has been dependent on the income of another family member but is no longer supported by that income</b></p> <p><b>OR</b></p> <p><b>Dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced because of:</b></p> <ul style="list-style-type: none"> <li>Deployment</li> <li>Call or order to active duty</li> <li>Permanent change of station</li> <li>Service connected death or disability of the member</li> </ul>	<p>Self-attestation (verbal or written) and referenced in TWIST Counselor Notes</p> <p>Signed intake application or enrollment form</p> <p>Public assistance records</p> <p>Spouse's layoff notice</p> <p>Spouse's death record</p> <p>Spouse's Permanent Change of Station (PCS) orders (for military move or assignment)</p> <p>Divorce records</p> <p>Applicable court records</p> <p>Bank records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</p> <p>Needs assessment from Workforce Solutions or other partner program</p> <p>Signed Employment/Service Plan from Workforce Solutions or Individual Employment Plan (IEP) from other partner program</p>	Intake Common – Dislocated Worker
<b>Military Spouse</b>	<p><b>Spouse of a member of the Armed Forces on active duty who:</b></p> <p>lost employment as a direct result of relocation of duty station, or</p> <p>is unemployed or underemployed and having difficulty finding or upgrading employment</p>	<p>Spouse's Permanent Change of Station (PCS) orders (for military move or assignment)</p> <p>Self-attestation (verbal or written) and referenced in TWIST Counselor Notes</p>	

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

### Youth In School

*Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.*

Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		<b>TWIST Screens</b>
<b>School Attendance/ Status</b>	<p><b>In School (14 - 21)</b>  <i>Registered or in secondary or post-secondary school or the equivalent on the date eligibility is determined</i></p>	<p>School enrollment form                      School record(s) (high school equivalency, attendance record, transcripts, report card or other school documentation)                      Signed intake application or enrollment form                      Self-attestation (written only) maintained in the document management system and referenced in TWIST Counselor Notes</p> <p><b>Note:</b> A youth is “attending school” if the youth is:</p> <ul style="list-style-type: none"> <li>● Enrolled in a public school, charter school, private school, or disciplinary alternative education program (DAEP);</li> <li>● Home-schooled;</li> <li>● Attending high school equivalency programs, including those considered to be dropout re-engagement programs, funded by the public K–12 system;</li> <li>● A high school graduate who has registered for postsecondary classes, even if individual is not yet attending postsecondary classes;</li> <li>● Attending postsecondary classes; or</li> <li>● In between postsecondary school semesters and has registered for classes for a future semester or has paid all or part of the tuition for a future semester.</li> </ul>	Intake Common - Education

**Note:** Participation in the following programs is not considered being “in school” for the purpose of determining ISY/OSY status:

- Adult education programs provided under Title II of WIOA
- YouthBuild programs
- Job Corps programs
- High School Equivalency programs (not funded by the public K–12 system)
- Dropout reengagement programs (not funded by the public K–12 system)

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>Youth In School</b>			
<i>Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.</i>			
Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		<b>TWIST Screens</b>
	<p><b>Individual Status/ Family Size</b></p> <p>Required in conjunction with Individual/Family Income or to document a member of a family receiving public assistance to demonstrate low-income</p>	<p>Self-attestation of Family Status form</p> <p>Birth certificate</p> <p>Decree of court</p> <p>Divorce decree</p> <p>Marriage certificate</p> <p><i>Note: For individuals with disabilities, the individual's income may be sufficient to determine low-income status. If the individual's income exceeds low-income levels, family income and size must be used to determine whether low-income status is met.</i></p>	Intake-Common Family Tab*
<p><b>Economic Eligibility</b></p> <p><i>Only one qualification required</i></p>	<p><b>Income</b></p> <p>Determine family size. Then, use the family size to determine low income.</p> <p><i>Note: Not required if using TANF, SNAP, SSI, Homeless, School Lunch, Lives in a high poverty census area, OR Foster Care to determine low income.</i></p>	<p>Alimony agreement</p> <p>Award letter from Veterans Affairs</p> <p>Bank statement</p> <p>Compensation award letter</p> <p>Employer statement/contact</p> <p>Family or business financial records</p> <p>Pay stubs</p> <p>Pension statement</p> <p>Public assistance records/printout</p> <p>Quarterly estimated tax for self-employed persons (Schedule C)</p> <p>Unemployment Insurance documents and/or printout</p> <p>Court award letter</p> <p>Self-employment verification form</p> <p>Other official document issued by a federal, state, or local government agency such as the Texas Department of Housing and Community Affairs, or the Texas Department of Family and Protective Services (for foster youth), indicating monetary amount of assistance</p> <p>Self-attestation (written only) in the absence of available documents listed above and maintained in the document management system</p>	Intake-Common Income

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### Youth In School

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Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Economic Eligibility (con't)</b>  <i>Only one qualification required</i>	<b>Individual with a Disability, Including Learning Disabilities</b>  <i>Must also determine income</i>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Section 504 school record Needs assessment from Workforce Solutions or other partner program	Intake Common-Characteristics
	<b>An individual or family member* who is receiving TANF or has received TANF in the last 6 months</b>	Crossmatch with TWIST TANF screens HHSC records (TIERS) Out-of-state HHSC/public assistance documentation Documentation of receipt of TANF from an authorizing/distributing agency	Intake Common-Public Assistance
	<b>An individual or family member* who is receiving SNAP or has received SNAP in the last 6 months.</b>	Crossmatch with TWIST SNAP screens HHSC records (TIERS) Documentation from an authorizing agency of receipt of SNAP Telephone or written verification	Intake Common-Public Assistance
	<b>An individual or family member* who is receiving SSI or SSDI or has received SSI or SSDI in the last 6 months</b>	Copy of authorization to receive cash public assistance Public assistance record Social Security benefits letter Telephone or written verification	Intake Common-Public Assistance
	<b>An individual or family member* who is receiving other public assistance or has received other public assistance in the last 6 months</b>  <i>Note: State or local General Assistance (GA) and Refugee Cash Assistance (RCA) only.</i>	Authorization to receive cash public assistance Public assistance check Medical card showing cash grant status Refugee assistance records Local cash assistance program	Intake Common-Public Assistance

\*Based on the WIOA definition of family.

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<b>Youth In School</b>			
<i>Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.</i>			
Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		<b>TWIST Screens</b>
<b>Economic Eligibility (con't)</b>  <i>Only one qualification required</i>	<b>Foster Care Youth</b>	Written statement from social services agency Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Foster care agency referral transmittal Signed intake application or enrollment form Needs assessment from Workforce Solutions or other partner program Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program	Intake Common-Characteristics
	<b>Homeless</b>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Signed intake application or enrollment form Written statement or referral from a shelter or social services agency providing residence shelter referenced in TWIST Counselor Notes and maintained in the document management system Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program Needs assessment from Workforce Solutions or other partner program Letter from caseworker or support provider	Intake Common-Characteristics
	<b>Receives or is eligible to receive free or reduced-priced lunch</b>	Individual's school records	Intake Common-Characteristics
	<b>Lives in a high poverty area</b>	Proof of address  <b>AND</b> Internet verification of Census Tract low income status - refer to the desk aid located here: <a href="https://www.wrksolutions.com/Documents/Staff/deskaids/High-Poverty-Census-Tracts.pdf">https://www.wrksolutions.com/Documents/Staff/deskaids/High-Poverty-Census-Tracts.pdf</a>	Intake Common-Characteristics

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### Youth In School

*Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.*

Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		<b>TWIST Screens</b>
<b>Youth Challenges to Employment</b>	<b>Basic Skills Deficient</b> <i>Scored 8.9 or lower on standardized test (TABE)</i>	Assessed by a generally accepted standardized test (TABE) School records Self-attestation (verbal or written) and referenced in TWIST Counselor Notes	Intake Common-Characteristics
	<b>Homeless or Runaway</b>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Signed intake application or enrollment form Written statement or referral from a shelter or social services agency providing residence shelter referenced in TWIST Counselor Notes and maintained in the document management system Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program Needs assessment from Workforce Solutions or other partner program Letter from caseworker or support provider	Intake Common-Characteristics
	<b>Foster Care Youth or Former Foster Care Youth</b>	Written statement from social services agency Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Foster care agency referral transmittal Signed intake application or enrollment form Needs assessment from Workforce Solutions or other partner program Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from partner program	Intake Common-Characteristics
	<b>Pregnant or Parenting</b> <i>Age is not a factor</i>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Needs assessment from Workforce Solutions or other partner program WIC eligibility verification HHSC TANF or SNAP screen-print showing the individual and child Signed intake application or enrollment form Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program	Intake Common-Characteristics



## Validating and Entering Qualifications for Workforce Solutions Financial Aid

### Youth In School

*Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.*

Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Youth Challenges to Employment (cont.)</b>	<b>Ex-offender</b>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Documentation from criminal justice system (juvenile or adult) Written verification or referral document from court or probation officer Referral from a reintegration agency Signed intake application or enrollment form Needs assessment from Workforce Solutions or other partner program Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program Federal bonding program application	Intake Common-Characteristics
	<b>Individual with a Disability, including Learning Disabilities</b>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Section 504 school record Needs assessment from Workforce Solutions or other partner program	Intake Common-Disability/Medical Program Detail – Exemptions
	<b>English Language Learner</b>	Assessed by a generally accepted standardized test (TABE) School records Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Signed intake application or enrollment form Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program	Intake Common-Characteristics

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

### Youth Out of School

*Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.*

Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		<b>TWIST Screens</b>
<p><b>School Attendance/ Status</b></p> <p><i>Economic Eligibility is not required, unless otherwise noted</i></p>	<p><b>Out of School (16- 24)</b></p> <p><i>School status is based on a determination of school attendance on the date of eligibility determination.</i></p>	<p>School record(s) (high school equivalency, attendance records, transcripts, report card, or other school documentation)</p> <p>Signed intake application or enrollment form</p> <p>Self-attestation (written only) maintained in the document management system and referenced in TWIST Counselor Notes</p> <p><b>Note:</b> A youth is “not attending” school if, on the date of eligibility determination, the individual:</p> <ul style="list-style-type: none"> <li>● Has had at least 10 consecutive days of unexcused absences and has not returned to school;</li> <li>● Is not attending postsecondary school;</li> <li>● Has not registered for postsecondary school classes; or</li> <li>● Is enrolled only in non-credit-bearing postsecondary classes.</li> </ul>	<p>Program Detail- Program Summary</p>
<p><b>Youth Challenges to Employment</b></p> <p><i>Economic Eligibility is not required, unless otherwise noted</i></p>	<p><b>Homeless or Runaway</b></p>	<p>Self-attestation (verbal or written) and referenced in TWIST Counselor Notes</p> <p>Signed intake application or enrollment form</p> <p>Written statement or referral from a shelter or social services agency providing residence shelter referenced in TWIST Counselor Notes and maintained in the document management system</p> <p>Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program</p> <p>Needs assessment from Workforce Solutions or other partner program</p> <p>Letter from a caseworker or support provider</p>	<p>Intake Common- Characteristics</p>

**Note:** Participation in the following programs is not considered being “in school” for the purpose of determining ISY/OSY status:

- Adult education programs provided under Title II of WIOA
- YouthBuild programs
- Job Corps programs
- High School Equivalency programs (not funded by the public K–12 system)
- Dropout reengagement programs (not funded by the public K–12 system)

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

### Youth Out of School

*Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.*

Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Youth Challenges to Employment (cont.)</b>  <i>Economic Eligibility is not required, unless otherwise noted</i>	<b>Foster Care Youth or Aged Out of Foster Care</b>	Written statement from social services agency Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Foster care agency referral transmittal Signed intake application or enrollment form Needs assessment from Workforce Solutions or other partner program Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program	Intake Common- Characteristics
	<b>Pregnant or Parenting</b>  <i>Age is not a factor</i>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Needs assessment from Workforce Solutions or other partner program WIC eligibility verification HHSC TANF or SNAP screen-print showing the individual and child Signed intake application or enrollment form Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program	Intake Common- Characteristics
	<b>Ex-offender</b>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Documentation from criminal justice system (juvenile or adult) Written verification or referral document from court or probation officer Referral from a reintegration agency Signed intake application or enrollment form Needs assessment from Workforce Solutions or other partner program Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program Federal bonding program application	Intake Common- Characteristics

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

### Youth Out of School

*Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.*

Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Youth Challenges to Employment (cont.)</b>  <i>Economic Eligibility is not required, unless otherwise noted</i>	<b>Individual with a Disability, including Learning Disabilities</b>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Section 504 school record Needs assessment from Workforce Solutions or other partner program	Intake Common-Disability/Medical Program Detail –Exemptions
	<b>Of school age (6-18), but has not attended school in most recent school year calendar quarter*</b>  <i>*Last three month period</i>	School attendance records Self-attestation (verbal or written) and referenced in TWIST Counselor Notes	Intake Common-Education
	<b>School Dropout</b>	Self-attestation (verbal or written) and referenced in TWIST Counselor Notes School attendance record School dropout letter	Intake Common-Education

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

### Youth Out of School

*Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.*

Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Youth Challenges to Employment (cont.)</b>  <i>Must also be economically eligible</i>	<b>Has high school diploma</b>  <b>AND</b>	<b>High school diploma:</b> School records Copy of diploma	Intake Common - Education
	<b>Is basic skills deficient</b>  <i>Scored 8.9 or below on standardized test (TABE)</i>  <b>OR</b>	<b>Basic skills deficient:</b> Assessed by a generally accepted standardized test (TABE) School Records Self-attestation (verbal or written) and referenced in TWIST Counselor Notes	Intake Common - Characteristics
	<b>Is an English Language Learner</b>  <b>AND</b>	<b>English language learner:</b> Assessed by a generally accepted standardized test (TABE) School records Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Signed intake application or enrollment form Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program	Intake Common - Characteristics
	<b>Is Economically Eligible</b>	<b>Economically Eligible</b> Use one method to prove economic eligibility from pages 23-25	Intake Common

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

### Youth Out of School

*Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.*

Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		<b>TWIST Screens</b>
<b>Youth Challenges to Employment (cont.)</b>  <i>Must also be economically eligible</i>	<b>Individuals who are economically eligible and require additional assistance to complete an educational program, or to secure and hold employment. Must also be economically eligible.</b> For each qualification, explain why the customer needs the additional assistance in TWIST Counselor Notes.		
	An individual, determined by a public or private agency as requiring additional assistance to complete an educational program or to secure and retain employment	Self-attestation (written or verbal) and referenced in TWIST Counselor Notes Signed intake application or enrollment form Needs assessment from Workforce Solutions or other partner program Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program	Program Detail-Exemptions  Counselor Notes
	A dependent member of a single parent family.	Document family and relationship Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Signed intake application or enrollment form	Intake Common - Family
	<b>Lacks a significant work history* and needs additional assistance to secure and retain employment.</b>  <i>*Has not worked for same employer, full or part-time, for a minimum of 3 of the last 12 months</i>	Wage records Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Signed intake application or enrollment form	Intake Common - Employment Status  Counselor Notes
	<b>Failed all or part of the standardized test required for graduation and needs additional assistance to complete an educational program</b>	School records Copy of test results	Intake Common - Education  Counselor Notes

**Board Designated Categories**

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

### Youth Out of School

*Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.*

Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		<b>TWIST Screens</b>
	<p><b>Individual Status/ Family Size</b></p> <p>Required in conjunction with Individual/Family Income or to document a member of a family receiving public assistance to demonstrate low-income</p>	<p>Self-attestation of Family Status form</p> <p>Birth certificate</p> <p>Decree of court</p> <p>Divorce decree</p> <p>Marriage certificate</p> <p><i>Note: For individuals with disabilities, the individual's income may be sufficient to determine low-income status. If the individual's income exceeds low-income levels, family income and size must be used to determine whether low-income status is met.</i></p>	Intake-Common Family Tab*
<p><b>Economic Eligibility</b></p> <p><i>Only one qualification required</i></p>	<p><b>Income</b></p> <p>Determine family size. Then, use the family size to determine low income.</p> <p><i>Note: Not required if using TANF, SNAP, SSI, Homeless, School Lunch, Lives in a high poverty census area, OR Foster Care to determine low income.</i></p>	<p>Alimony agreement</p> <p>Award letter from Veterans Affairs</p> <p>Bank statement</p> <p>Compensation award letter</p> <p>Employer statement/contact</p> <p>Family or business financial records</p> <p>Pay stubs</p> <p>Pension statement</p> <p>Public assistance records/printout</p> <p>Quarterly estimated tax for self-employed persons (Schedule C)</p> <p>Unemployment Insurance documents and/or printout</p> <p>Court award letter</p> <p>Self-employment verification form</p> <p>Other official document issued by a federal, state, or local government agency such as the Texas Department of Housing and Community Affairs, or the Texas Department of Family and Protective Services (for foster youth), indicating monetary amount of assistance</p> <p>Self-attestation (written only) in the absence of available documents listed above and maintained in the document management system</p>	Intake-Common Income

*\*Based on the WIOA definition of family.*

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>Youth Out of School</b>			
<i>Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.</i>			
Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		<b>TWIST Screens</b>
<b>Economic Eligibility (cont.)</b>  <i>Only one qualification required</i>	<b>An individual or family member* who is receiving TANF or has received TANF in the last 6 months</b>	Crossmatch with TWIST TANF History screens HHSC records (TIERS) Out-of-state HHSC/public assistance documentation Documentation of receipt of TANF from an authorizing/distributing agency	Intake-Common Public Assistance
	<b>An individual or family member* who is receiving SNAP or has received SNAP in the last 6 months.</b>	Crossmatch with TWIST SNAP History screen HHSC records (TIERS) Documentation from an authorizing agency of receipt of SNAP Telephone or written verification	Intake Common-Public Assistance
	<b>An individual or family member* who is receiving SSI or SSDI or has received SSI or SSDI in the last 6 months</b>	Copy of authorization to receive cash public assistance Public assistance record Social Security benefits letter Telephone verification	Intake Common-Public Assistance
	<b>An individual or family member* who is receiving other public assistance or has received other public assistance in the last 6 months</b>  <i>State or local General Assistance (GA) and Refugee Cash Assistance (RCA) only.</i>	Authorization to receive cash public assistance Public assistance check Medical card showing cash grant status Refugee assistance records Local cash assistance program	Intake Common-Public Assistance

\*Based on the WIOA definition of family.

**Note:** Participation in the following programs is not considered being "in school" for the purpose of determining ISY/OSY status:

- Adult education programs provided under Title II of WIOA
- YouthBuild programs
- Job Corps programs
- High School Equivalency programs (not funded by the public K-12 system)
- Dropout reengagement programs (not funded by the public K-12 system)



## Validating and Entering Qualifications for Workforce Solutions Financial Aid

### Youth Out of School

*Note: School attendance and school status determine which eligibility definition (ISY or OSY) may apply.*

Criteria	Qualification	Documentation	TWIST Screens
<i>General Eligibility</i>	<i>Must meet and document all General Eligibility (see pages 2-3)</i>		
<b>Economic Eligibility (cont.)</b>  <i>Only one qualification required</i>	<b>Foster Care Youth</b>	Written statement from social services agency Self-attestation (verbal or written) and referenced in TWIST Counselor Notes Foster care agency referral transmittal Signed intake application or enrollment form Needs assessment from Workforce Solutions or other partner program Signed Employment/Service Plan from Workforce Solutions or Individual Service Strategy from other partner program	Intake Common-Characteristics
	<b>Lives in a high poverty area</b>	Proof of address  <b>AND</b> Internet verification of Census Tract low income status - refer to the desk aid located here: <a href="https://www.wrksolutions.com/Documents/Staff/deskaid/High-Poverty-Census-Tracts.pdf">https://www.wrksolutions.com/Documents/Staff/deskaid/High-Poverty-Census-Tracts.pdf</a>	Intake Common-Characteristics
	<b>Receives or is eligible to receive free or reduced priced lunch.</b>	School Records  <b>Note:</b> <i>Out-of-school may use this qualification if the youth is:</i> <ul style="list-style-type: none"> <li>● <i>a parent,</i></li> <li>● <i>living in the same household as a child receiving or eligible to receive free or reduced-price lunch, based on income.</i></li> </ul>	

**Note:** Participation in the following programs is not considered being "in school" for the purpose of determining ISY/OSY status:

- Adult education programs provided under Title II of WIOA
- YouthBuild programs
- Job Corps programs
- High School Equivalency programs (not funded by the public K-12 system)
- Dropout reengagement programs (not funded by the public K-12 system)

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>Childcare</b>			
<b>Criteria</b>	<b>Qualification</b>	<b>Documentation</b>	<b>TWIST Screens</b>
<b>Resident of the Workforce Board Area</b>	<b>Applicant is a resident of the Gulf-Coast 13-County region</b>	<p>Documentation source must match the address on the customer's financial aid application.</p> <ul style="list-style-type: none"> <li>Copy of current utility bill (including electricity, water, gas, sewage, trash/ recycling, cable, internet, home phone bill)</li> <li>Pay stub (if address is printed on stub)</li> <li>Rent receipt (showing current address)</li> <li>Lease agreement</li> <li>Mortgage statement</li> <li>School record showing proof of residency (in the Gulf Coast 13-county region)</li> <li>Section 8 Award letter</li> <li>Public assistance/social service records</li> <li>Residency Information Form for Homelessness Determination and discussion documented in TWIST Counselor Notes</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Financial aid application to document address and one of the above documents sources from the owner/lessee</li> </ul> <p><i><b>Note:</b> Managers and Supervisors may review and accept alternative documentation, including self-attestation (written only), when the preponderance of evidence points to the customer meeting the eligibility criterion.</i></p>	<p>Intake Common-Identity (address)</p> <p>Counselor Notes - for Homeless determination</p>
<b>Child's Age</b>	<b>Under 13, or Under 19 if disabled</b>	<ul style="list-style-type: none"> <li>Birth certificate</li> <li>Current U.S. passport</li> <li>Hospital record of birth</li> <li>Church or baptismal record</li> <li>Public assistance/social service records</li> <li>School records</li> <li>School identification card</li> <li>Immigration and Naturalization Service records</li> <li>Native American tribal document</li> <li>Adoption papers or records</li> <li>Child support paternity records</li> <li>Divorce or court custody decrees</li> </ul>	<p>Intake Common – Family &gt; Household Dependents</p>

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>Childcare</b>			
<b>Criteria</b>	<b>Qualification</b>	<b>Documentation</b>	<b>TWIST Screens</b>
	<b>Disability</b>	Supplemental Security Income (SSI) benefits statement Early Childhood Intervention (ECI) program contact Head Start contact that identifies the child as having a disability Public school special education services, including PPCD, contact Statement or letter from a qualified clinician	Intake Common – Family > Household Dependents
<b>Child’s Citizenship/ Immigration Status</b>	<p style="text-align: center;"><b>Child must be a U.S. citizen or legal immigrant</b></p> <p style="text-align: center;"><i>Note: A parent’s citizenship or immigration status is not required for eligibility.</i></p>	<p><b>Citizenship:</b></p> Birth certificate Current U.S. passport Hospital record of birth Church or baptismal record Public assistance/social service records	Intake Common – Family > Household Dependents
		<p><b>Legal Immigrant/Qualified Alien:</b></p> Immigration form I-551 (green card) Immigration form I-94/I-94a, stamped with applicable rule citation(s) Immigration form I-571 (Refugee Travel Document) Order from immigration judge Cuban/Haitian passport showing 501(e) USCIS petition and supporting documents	

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>Childcare</b>			
<b>Criteria</b>	<b>Qualification</b>	<b>Documentation</b>	<b>TWIST Screens</b>
<p><b>Family has Low Income</b></p> <p><i>Documentation should be provided for each applicable income source from each family member</i></p>	<p><b>Individual Status/ Family Size</b></p> <p><i>Required in conjunction with Family Income</i></p>	<p>Self-certification per the Financial Aid Application</p> <p>Birth certificate</p> <p>Divorce decree</p> <p>Court documents</p> <p>Marriage certificate</p> <p>Person standing in loco parentis (refer to the In Loco Parentis Desk Aid for allowable documentation)</p>	<p>Intake Common – Family &gt; Household Dependents</p>
	<p><b>Family Income</b></p>	<p><b>Family income</b></p> <p>Pay stubs</p> <p>Employment/Income Verification form</p> <p>Residency Information Form for Homelessness Determination and discussion documented in TWIST Counselor Notes</p> <p>Workers Compensation documentation/statement</p> <p>SSDI statement</p> <p>Retirement/Pension statement</p> <p>Quarterly estimated tax for self-employed persons (Schedule C)</p> <p>Self-employment verification form</p> <p>Family or business financial records</p> <p>Award letter from Veterans Affairs</p> <p>Bank statement</p> <p>Compensation award letter</p> <p>IRS form 1099-DIV, -INT, for dividends or interest</p> <p>IRS form 1040 Schedule D for capital gains</p>	<p>Intake Common – Family Tab</p>
	<p><b>Family assets do not exceed \$1 Million</b></p>	<p>Signed intake application or enrollment form</p> <p>Self-attestation (verbal or written) and referenced in TWIST Counselor Notes</p>	<p>Counselor Notes</p>
	<p><b>Homeless</b></p>	<p>Signed intake application or enrollment form</p> <p>Self-attestation (verbal or written) and referenced in TWIST Counselor Notes</p> <p>Written statement or referral from a shelter or social services agency providing residence shelter referenced in TWIST Counselor Notes and maintained in the document management system</p>	<p>Intake Common-Characteristics</p>

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

<b>Childcare</b>			
<b>Criteria</b>	<b>Qualification</b>	<b>Documentation</b>	<b>TWIST Screens</b>
<p><b>Reason for Financial Aid for Child Care</b></p>	<p><b>Parent/guardian must be working or going to school, or a combination of both, at least 25 hours per week.</b></p>	<p><b>Employment</b></p> <ul style="list-style-type: none"> <li>Pay stubs with hours worked</li> <li>Employment/Income Verification form</li> <li>Self-employment verification form</li> <li>Financial records for self-employed persons</li> <li>Quarterly estimated tax for self-employment (Schedule C)</li> </ul> <p><b>Education and/or Training</b></p> <ul style="list-style-type: none"> <li>Transcript from education or training program</li> <li>Statement from education or training provider</li> <li>Tuition statement with semester hours</li> <li>Admissions letter</li> <li>Other official document from an education or training provider confirming current enrollment</li> </ul>	<p>Intake Common - Family</p>

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

Child Care - In Loco Parentis		
	Documentation Verifying Reason Parent is Unavailable	Documentation Verifying Caretaker is Responsible for the Child
<b>Medical Incapacitation or In Treatment or Rehabilitation</b>	<p>A document from a licensed medical professional, e.g., physician, psychiatrist, or psychologist, stating the medical condition that makes the parent unable to care for his or her children;</p> <p>A document from a licensed professional such as a counselor or therapist as long as the recommendation or diagnosis does not exceed the licensed professional's authority;</p> <p>A letter from a facility verifying admission of the parent signed by an authorized representative of a treatment or rehabilitation center. The letter must include both the admission and anticipated release date. (A copy of the order mandating the placement will suffice.)</p>	<p>Notarized power of attorney or a sworn affidavit of temporary custody/guardianship of the child.</p>
<b>CPS Placement</b>	<p>A recent (within six months) CPS safety plan or CPS placement agreement;</p> <p>A court order naming the individual as the caretaker; OR</p> <p>A letter from CPS that confirms the children's placement with the caretaker is ongoing.</p>	<p>No other documentation is necessary.</p>
<b>Military Deployment</b>	<p>Military orders;</p> <p>A suitable alternative such as a confirmation by the base commander or other military official.</p>	<p>A military power of attorney appointing the caretaker as the guardian of the child;</p> <p>In lieu of a military power of attorney, a military family plan that gives the caretaker the authority to execute decisions on child care matters.</p>
<b>Incarcerated</b>	<p>A "commitment" order from the court;</p> <p>Verification from the Texas Department of Criminal Justice (TDCJ) Offender Information Search database; (<a href="http://www.tdcj.state.tx.us/offender_information.htm">http://www.tdcj.state.tx.us/offender_information.htm</a>) for offenders who are incarcerated in a TDCJ facility;</p> <p>A letter from the sheriff's office confirming incarceration if the parent is in a local jail.</p> <p>The document must include the date of incarceration and anticipated release date.</p>	<p>A caretaker must have a notarized power of attorney or a sworn affidavit of temporary custody/guardianship of the child.</p>

## Validating and Entering Qualifications for Workforce Solutions Financial Aid

Child Care - In Loco Parentis		
	Documentation Verifying Reason Parent is Unavailable	Documentation Verifying Caretaker is Responsible for the Child
<p><b>Other Reasons Parent or Legal Guardian is Unavailable</b></p>	<p>A sworn affidavit of facts attesting to:</p> <ul style="list-style-type: none"> <li>The circumstances of how and why the caretaker assumed responsibility for the child;</li> <li>The whereabouts of the natural parent(s);</li> <li>The caretaker's relationship to the child; and</li> <li>The length of time the child has been with the caretaker</li> </ul>	<p>A caretaker must have a notarized power of attorney or a sworn affidavit of temporary custody/guardianship of the child.</p> <p>In addition, the caretaker must have documentation from a verifiable source that establishes his or her parental responsibility for the child. The documentation may be one of the following:</p> <ol style="list-style-type: none"> <li>1. The caretaker's most recent listing child as a dependent;</li> <li>2. A letter from a child care center or other independent, non-relative, verifiable source that can establish the individual's parental and financial responsibility for the child;</li> <li>3. A letter from an independent school district; OR</li> <li>4. Documentation that the caretaker is receiving Temporary Assistance for Needy Families benefits on behalf of the child, OR has received benefits within the past six months.</li> </ol>

**NOTES**