

REQUIRED DOCUMENTATION BY TARGET GROUP

All forms of documentation must be legible, include all pages (excluding instructional pages) and complete.

It is the responsibility of the employer and/or consultant to provide the complete supporting documentation listed below for each target group for which they are requesting certification.

If the complete list of required documents is not provided within the 90 days of submission, the application will be **denied.**

Target Groups:

A, I & G (TANF and/or SNAP recipients)

- 1) Verification of Age (**MUST** be provided for all SNAP applications)
- 2) TANF/SNAP (Cash Assistance &/or Food Stamp) Benefit History Months.
 - a. Signed by an authorized individual on state letterhead with a specific description of the months and year that benefits were received dating back to 08/1997 for **ALL** states for which benefits were received other than Kansas.

C (Ex-Felon)

- 1) One of the following:
 - a. Parole Officer's Statement signed by an authorized individual on agency letterhead that the individual listed on the ICF ETA Form 9061 showing the date of felony conviction, participation in a work release program, placement in a Residential Re-Entry Facility and/or release from prison.
 - b. Correction Institution Records
 - c. Court Records
 - d. Offense & Sentencing Date as listed on the Kansas Department of Corrections – KASPER search is different from the actual required conviction date but may be considered if the release and/or participation in a work release program is shown. (Must include all pages and complete website record)

D (Designated Community Resident – Rural Renewal County)

- 1) All the following **MUST** be submitted:
 - a. Verification of Age (**MUST** be provided for all RRC applications)
 - b. Verification of Address that matches the address provided on the IRS Form 8850.
 - c. Verification of County (must show the address listed on the IRS Form 8850 and the county)

E (Vocational Rehabilitation)

- 1) Vocational Rehabilitation Agency letter signed by an authorized individual on agency letterhead that the individual listed on the IRS Form 8850 has or had a written plan for employment (IPE) showing the date opened and the date closed.

TTW (Ticket-to-Work)

- 1) Must attach the signed first page of the IRS Form 8850.

H (Supplemental Security Income)

- 1) Must attach the signed first page of the IRS Form 8850.

LTUR (Long-Term Unemployment Recipient)

- 1) Must attach the Self-Attestation Form, ETA Form 9175 for all out-of-state recipients.

B (a, d & e) (Veteran receiving SNAP and/or Unemployed Veteran)

- 1) DD-214 **OR** Servicemembers Civil Relief Act (SCRA) **OR**
- 2) National Personnel Records Center (NPRC) letter **AND**
- 3) SNAP (Food Stamp) Benefit History Months.
- 4) Signed by an authorized individual on state letterhead with a specific description of the months and year that benefits were received dating back to 08/1997 for all states for which benefits were received other than Kansas.
- 5) Unemployment Insurance (UI) Claims Records showing weekly payments for all states in which UI benefits were received other than Kansas.

B (b & c) (Disabled Veteran and/or Unemployed Disabled Veteran)

- 1) DD-214 **OR** Servicemembers Civil Relief Act (SCRA) **OR**
- 2) National Personnel Records Center (NPRC) letter **AND**
- 3) Letter of Separation or other agency documents issued only by the Department of Veterans Affairs (DVA) on DVA Letterhead certifying the Veteran has a service-connected disability and signed by the individual who verified this information.
- 4) Unemployment Insurance (UI) Claims Records showing weekly payments for all states in which UI benefits were received other than Kansas.