

## **Required Documentation by Target Group**

### **Accessible**

**Documentation for the following target groups is accessible to Kansas SWA.**

#### **Target Groups:**

A, I & G (TANF and/or SNAP recipients) in the State of Kansas only.

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

- 1) SNAP (Food Stamp) Benefit History Months in the State of Kansas only.
- 2) Unemployment Insurance (UI) in the State of Kansas only.

B (c) Unemployed Disabled Veteran

- 1) Unemployment Insurance (UI) in the State of Kansas only.

H (Supplemental Security Income)

LTUR (Long-Term Unemployment Recipient) in the State of Kansas only.

TTW (Ticket-to-Work)

### **Non-Accessible**

**Documentation for the following target groups is not accessible to Kansas SWA.**

**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.**

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

**If the complete list of required documents is not provided within the 365 days of Employer Needs Letter, the application will be denied.**

#### **Target Groups:**

A, I & G (TANF and/or SNAP recipients) for Non-Kansas Residents

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

C (Ex-Felon)

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

D (Designated Community Resident – Rural Renewal County)

- 1) All the following **MUST** be submitted:
  - a. Verification of Age
  - 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.

LTUR (Long-Term Unemployment Recipient)

- 1) Self-Attestation Form, ETA Form 9175 for all Non-Kansas Residents.

B (Veteran Target Groups)

- 1) DD-214 **OR** Servicemembers Civil Relief Act (SCRA) **OR** National Personnel Records Center (NPRC) letter.

B (a) (Veteran receiving SNAP)

- 1) DD-214 **OR** Servicemembers Civil Relief Act (SCRA) **OR** National Personnel Records Center (NPRC) letter **AND**
- 2) SNAP Benefit History Months for Non-Kansas Residents.  
Documentation must be 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.

B (d & e) Unemployed Veteran

- 1) DD-214 **OR** Servicemembers Civil Relief Act (SCRA) **OR** National Personnel Records Center (NPRC) letter **AND**
- 2) Unemployment Insurance (UI) Claims Records showing weekly payments for **ALL** states in which UI benefits were received other than Kansas.

B (b) Disabled Veteran

- 1) DD-214 OR Servicemembers Civil Relief Act (SCRA) OR National Personnel Records Center (NPRC) letter AND
- 2) Letter of Separation 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.

B (c) Disabled Veteran 6 months unemployed

- 1) DD-214 **OR** Servicemembers Civil Relief Act (SCRA) **OR** National Personnel Records Center (NPRC) letter **AND**
- 2) Letter of Separation 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.
- 3) Unemployment Insurance (UI) Claims Records showing weekly payments for **ALL** states in which UI benefits were received other than Kansas.