

Authorized Forms of Documentation

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

State of Kansas Description of Examples of Documentary Evidence:

QUESTIONS 12 – Qualified TANF IV- A Recipient

- Documentation 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 in which benefits were received other than Kansas.

QUESTION 13 – Veteran Documentation

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

Disabled Veteran Documentation

- 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.

Unemployed Veteran

- Unemployment Insurance (UI) Claims Records showing weekly payments for **ALL** states in which UI benefits were received for Non-Kansas Residents.

QUESTION 14 – Ex-Felon

One of the following:

- KASPER – only if documentation shows the required information as listed on the Ex-Felon target group criteria. (**Must have the following information:** Name, Date of Birth, Demographics, Current Status, Conviction(s), and Location History).
- 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 ICF ETA Form 9061.
- Correction Institution Records
- Court Records

QUESTION 15 –Designated Community Resident/Rural Renewal County (RRC)

One of the following from each subsection must be provided:

- Proof of address **MUST** match the address listed on the first page of the IRS Form 8850.
 - Examples Include:
 - W-4
 - Valid Driver’s License
 - Residential Lease Agreement with the individual’s name that is on the IRS Form 8850.
 - Utility Bill showing service address
 - Voter Registration Card
 - Government Issued Letter

Note: Nexus/Lexus and Innovative are **NOT** an authorized form of documentation.

- Proof of Age MUST match the Date of Birth on the first page of the IRS Form 8850.
 - Examples include:
 - Birth Certificate
 - Valid Driver's License
 - Permanent Resident Card
 - Passport
 - Valid Federal/State Government I.D.
 - Social Security Number Verification System (SSNVS)
 - Government Issued Letter
 - Proof of County
 - USPS Zip Code Lookup that shows the address & county.
(See page 3 of the ICF ETA Form 9061 for instructions on how to obtain this from USPS.com)

Note: Empowerment Zone - This target group is not authorized in Kansas.

QUESTION 16 – Vocational Rehabilitation and/or Disabled Veteran

- 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.
- Signed Letter from the Veterans Administration for Disabled Veterans with specific months the benefits were received.

QUESTION 17 - Qualified Summer Youth Employee

Note: This target group is not authorized in Kansas.

QUESTION 18 - SNAP

- Documentation 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 in which benefits were received other than Kansas.
- Proof of Age MUST match the Date of Birth on the first page of the IRS Form 8850.
 - Examples include:
 - Birth Certificate
 - Valid Driver's License
 - Permanent Resident Card
 - Passport
 - Valid Federal/State Government I.D.
 - Social Security Number Verification System (SSNVS)
 - Government Issued Letter

QUESTION 19 – Supplemental Security Income (SSI) & Ticket to Work (TTW)

Note: Supplemental Security Income & Ticket to Work will be verified by the SWA.

QUESTION 20 - Long Term Family Assistance Recipient

- Documentation 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 in which benefits were received other than Kansas.

QUESTION 21– Long-term Unemployment Recipient

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