

## Authorized Forms of Documentation

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

### **State of Kansas Description of Examples of Documentary Evidence:**

#### **QUESTIONS 12 – Qualified TANF IV- A Recipient**

- TANF (Cash Assistance) Benefit History Months.
- 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 13 – Veteran Documentation**

- DD-214 **OR** Servicemembers Civil Relief Act (SCRA) **OR**
- National Personnel Records Center (NPRC) Letter **AND**
- **Service-Connected Disability** - 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.
- UI Claims Records or UI Wage Records (for unemployed veteran sub-categories)

#### **QUESTION 14 – Ex-Felon**

- KASPER – only if documentation shows the required information as listed on the Ex-Felon target group criteria. (**Must have the following information:** Name, Birthdate, Demographics, Current Status, Conviction(s), and Location History)
- Parole Officer's Statement signed by an authorized individual on agency letterhead that the individual listed on the IRS Form 8850 showing the date of felony conviction, participation in a work release program, placement in a Residential Re-Entry Facility and/or release from prison.
- Correction Institution Records
- Court Records

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

- Proof of address **MUST** match the address listed on the first page of the IRS Form 8850.
  - 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 or Tax Statements
  - 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)
- Proof of County
  - USPS that shows the address & county.  
(See page 3 of the ICF ETA Form 9061 for instructions on how to obtain this from USPS.com)
- 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**

- This target group is not authorized in Kansas.

**QUESTION 18 - SNAP**

- SNAP (Food Stamp) Benefit History Months.
- 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)

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

- Supplemental Security Income will be verified by the SWA but MUST attach the signed first page of the IRS Form 8850.

**QUESTION 20 - Long Term Family Assistance Recipient**

- TANF (Cash Assistance) Benefit History Months.
- 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 out-of-state recipients.