

## **REQUIRED DOCUMENTATION BY TARGET GROUP**

**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 SNAP)
- 2) TANF/SNAP (Cash Assistance &/or Food Stamp) Benefit History with Case Number Identifier 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.

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 IRS Form 8850 showing the date of felony conviction, parole, 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 parole, release and/or participation in a work release program is shown.

D (Designated Community Resident – Rural Renewal County)

- 1) Verification of Age
- 2) Verification of Address that matches the address provided on the IRS Form 8850
- 3) 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) **AND** has or had an IWRP 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.

LTU (Long-Term Unemployment Recipient)

- 1) Self-Attestation Form, ETA Form 9175.

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

- 1) DD-214 showing honorable discharge.
- 2) TANF/SNAP (Cash Assistance &/or Food Stamp) Benefit History with Case Number Identifier 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.
- 3) Unemployment Insurance (UI) Claims Records showing weekly payments for all states in which UI benefits were received. • UI Wage Records showing quarterly wages for all states in which employee has worked in the year prior to hire date.

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

- 1) DD-214 showing honorable discharge.
- 2) 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.
- 3) Unemployment Insurance (UI) Claims Records showing weekly payments for all states in which UI benefits were received. • UI Wage Records showing quarterly wages for all states in which employee has worked in the year prior to hire date.