

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:

QUESTION 12 – Verification of Age (must be provided for all SNAP and RRC target groups)

- Birth Certificate
- Valid Driver's License
- Permanent Resident Card
- Passport
- Valid Federal/State Government I.D.
- Social Security Number Verification System (SSNVS)

QUESTION 13 – Veteran Documentation

- DD-214 **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.

QUESTIONS 14 & 16 – TANF and SNAP

- 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 in which benefits were received other than Kansas.

QUESTION 15 – Vocational Rehabilitation and/or Ticket to Work (see question 13 for Veteran Affairs)

- 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.
- Ticket to Work will be verified by the SWA but **MUST** attach the signed first page of the IRS Form 8850.

QUESTION 17 – Ex-Felon

- KASPER – only if documentation shows the required information as listed on the Ex-Felon target group criteria. Sentencing Date as listed on the Kansas Department of Corrections – KASPER search is different from the actual required conviction date.
- 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 18 & 19 –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 Award or Tax Statements
 - Nexus/Lexus and Innovative are **NOT** an authorized form of documentation.
- Proof of Age (please see question 12 above)
- Empowerment Zone or Summer Youth **(This target group is not authorized in Kansas)**
- Proof of County
 - USPS that shows the address & county.
(See page 4 of the ICF ETA Form 9061 for instructions on how to obtain this from USPS.com)

QUESTION 20 – Supplemental Security Income (SSI)

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

QUESTIONS 21 & 22 – Unemployed Veteran (must have documentation of veteran status see question 13)

- Unemployment Insurance (UI) Claims Records showing weekly payments for all states in which UI benefits were received other than Kansas.

QUESTION 23 – Long-term Unemployment Recipient

- Unemployment Insurance (UI) Claims Records showing weekly payments for all states in which UI benefits were received other than Kansas.
- UI Wage Records showing quarterly wages for all states in which employee has worked in the 27-week period prior to start date other than Kansas.
- Self-Attestation Form, ETA Form 9175 for all states including Kansas.