

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

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

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

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 and/or release date from prison for the individual listed on the ICF ETA Form 9061.
- Documentation from a Residential Re-Entry Facility, signed by a Parole Officer showing the date of felony conviction and/or release date from prison for the individual listed on the ICF ETA Form 9061.
- Correctional Institution Records showing the date of felony conviction and/or release date from prison for the individual listed on the ICF ETA Form 9061.
- Court Records showing the date of felony conviction and/or release date from prison for the individual listed on the ICF ETA Form 9061.

QUESTION 14 – Ex-Felon/Work Release Program

Work Release Program

- Correctional Institution Statement signed by an authorized individual on agency letterhead showing the date of felony conviction and/or release date from prison for the individual listed on the ICF ETA Form 9061. This statement must also show the individual is authorized to leave the prison facility and work for the Employer listed on IRS Form 8850.
- WOTC applicants who apply for the Ex-felon Work Release target group must be employed by businesses that are located outside the prison walls.

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
 - Valid Permanent Resident Card
 - Valid 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
 - Valid Permanent Resident Card
 - Valid 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 (TW)

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.