

WIOA Adult/Dislocated Worker Intake Checklist

Documents Needed for Intake:

- ☐ Copy of Pure Michigan Talent Connect Resume (reviewed by Michigan Works! Staff Member)
Website: www.mitalent.org
- ☐ Obtain Michigan Works! Swipe Card
- ☐ Current Michigan Driver's License or Michigan State ID
- ☐ Interest Assessment (information provided by Career Advisor)
- ☐ Birth Certificate/Proof of US Citizenship (i.e. Passport)
- ☐ Social Security Number Verification (i.e. signed social security card, W-2, or paystubs)
- ☐ Selective Service Verification (for men born 1960 or after) Website: www.sss.gov
- ☐ DD-214 or approved alternative (Veterans only)
- ☐ Proof of receipt of any public assistance (cash assistance, food assistance, SSI, etc.)
- ☐ Proof of income for the previous 6 months (prior to intake date)

If Employed:

- Employer wage summary or several check stubs from various times during the previous 6 months from current employer (must have employer and employee name on stubs)
- Last check stub from all past employers within the previous 6 months
- Spouse employer wage summary or several check stubs from various times during the previous 6 months from current employer (if applicable)

If Unemployed:

- Employer wage summary, or check stubs from employer of record during previous 6 months (must have employer and employee name on stubs)
- Last check stub from any past employers if within previous 6 months
- Last check stub from employer if layoff / termination was not within previous 6 months
- Unemployment pay history (UI check stub, bank statement showing UI deposits, Michigan UI printout, or Chase debit card along with Chase statement showing UI deposits)
- Layoff / termination letter (if applicable)
- Spouse employer wage summary or several check stubs from various times during the previous 6 months from current employer (if applicable)

Helpful Resources:

- Approved Training Providers and Programs: <https://jobs.mitalent.org/mitc/>
- Career Exploration and Job Analysis: www.onetonline.org
- Math and Reading Skill Building: www.mel.org/jobs
 - Click on the Learning Express Library to locate the Adult Learning Center