

Yuma Private Industry Council, Inc. (YPIC)
Career Resource Center
3826 W 16th Street, Yuma, AZ 85364
(928) 329-0990 TTY (928) 329-6466

Appointment date: _____ Time: _____ CSA _____

If you are 16 or 17 years old, your parent or guardian should attend the appointment if possible. If your parent or guardian cannot attend, he/she will need to make a follow-up appointment to review and sign the application. **Eligibility for Workforce Investment Act (WIA) programs is based on household income and person's individual situation.** Certain information is necessary to determine if you are eligible. Be sure to take the appropriate information (personal papers), described below, to your appointment. All documents must be current. **Submission of below documentation does not guarantee enrollment into WIA programs.**

- ◇ Family size worksheet.
- ◇ Information about your work history for the past two years.
- ◇ Social Security Card.
- ◇ Birth Certificate with official seal, Naturalization Certificate, or US passport.
- ◇ Parenting youth (14-21 yrs old) must provide a copy of child's birth certificate.
- ◇ If you are not a U.S. citizen bring one of the following: alien registration card, unexpired temporary resident card, or unexpired employment authorization card.
- ◇ Driver's license or State ID.
- ◇ Marriage Certificate and/or Divorce Decree if name is different on social security card and in the ID.
- ◇ Current utility bill, Lease Agreement, or Rent Receipt **with family name and address.**
- ◇ Information showing income for the past six months, **for all family members** currently in your household. Bring all of the following if it applies to you: **Pay Stubs, Unemployment Insurance, Social Security Benefits letter, or Employer Statement showing the gross amount from the month's of _____ to _____.**
- ◇ If you have been laid off within the last 2 years, bring your pink slip or lay-off notice.
- ◇ If male, born after 1959, bring selective service card or post office receipt showing registration.
- ◇ If you are a military veteran, bring your DD-214.
- ◇ If you are a foster child, bring foster care agency letter.
- ◇ If you are receiving Food Stamps or TANF, bring DES award letter.
- ◇ If you have a disability, bring a letter from the school, doctor, or other agency with information regarding your disability.
- ◇ Are you receiving services from any other agency?
- ◇ If you are an offender, bring a letter from your Probation or Parole Officer or Court Records.
- ◇ If you are receiving a Pell grant (Financial aid award) from college, please bring in the award letter.
- ◇ Follow-up form.
- ◇ Statement signed by witness.
- ◇ High School Diploma/GED or school transcript if still in school (**youth only**).

If you have any questions, call (928) 329-0990.