

**FOSTER YOUTH VIA ELIGIBILITY DOCUMENTATION LOG
IDENTIFYING INFORMATION**

Job Seeker's Name: _____
Last First MI

Applicant Date:

Job seeker must meet the following basic eligibility requirements and furnish proof of each eligibility criterion with one of the listed acceptable documentation source documents.

Eligibility Criteria	Acceptable Documentation
Date of Birth	1) Birth certificate—preferred method of documentation. 2) Other acceptable sources of documentation: a. Official records showing date of birth; b. Copy of ID; c. Baptismal record; d. DD-214; e. Report of transfer or discharge paper; f. Driver license; g. Federal, state, or local identification card; h. Passport; i. Hospital record of birth; j. Public assistance/social service records; k. School records or ID cards; l. Work permit; and m. Tribal records. 3) Other official document issued by a federal, state, or local government agency, such as discharge documents from the Texas Department of Criminal Justice (TDCJ) with date of birth included.
Selective Service Registrant <input type="checkbox"/> N/A	1) Selective Service Letter/ Registration Letter 2) Internet Verifications/Registration (http://www.sss.gov) 3) Telephone verification (847) 688-6888
Low Income: <i>Note:</i> Foster youth in the care of the state on behalf of who state or local government payments are made may meet the low-income requirement. If payments were once made on behalf of a youth, but are no longer being made, the youth must meet one of the other youth barriers.	<i>Core Services Only</i> 1) Verbal declaration, entered into TWIST <i>Counselor Notes</i> ; or 2) Self-attestation, referenced in TWIST <i>Counselor Notes</i> . <i>Intensive or training services for all youth and adult/DW/NEG participants</i> 1) Alimony agreement; 2) Award letter from veteran's administration (with statement of monetary amount); 3) Bank statements; 4) Compensation award letter; 5) Court award letter; 6) Pension statement; 7) Employer statement/contact;

	8) Family or business financial records; 9) Pay stubs; 10) Social Security benefits; 11) Public assistance records; 12) Quarterly estimated tax for self-employed persons; 13) Unemployment insurance documents; 14) Same documentation as Data Element #120, “Temporary Assistance for Needy Families (TANF),” and Data Element #121, “Other Public Assistance Recipient”; 15) Self-employment verification form; or 16) Other official document issued by a federal, state, or local governmental agency, such as a letter from the Texas Department of Housing and Community Affairs through the Section 8 Housing Choice Voucher Program, indicating monetary amount of assistance.
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If any of the following additional criteria is applicable to the job seeker, proof of each criterion may be furnished with one of the listed acceptable documentation source documents.

Additional Criteria	Acceptable Documentation
Temporary Assistance for Needy Families (TANF)	<p><i>Core Services Only</i></p> <ol style="list-style-type: none"> 1) Crossmatch with TWIST TANF screens; 2) Verbal declaration, entered into TWIST <i>Counselor Notes</i>; or 3) Self-attestation, referenced in TWIST <i>Counselor Notes</i>. <p><i>Intensive or training services for all youth and adult/DW/NEG participants</i></p> <ol style="list-style-type: none"> 1) Crossmatch with TWIST TANF screens; 2) Copy of Texas Health and Human Services Commission (HHSC) records maintained in a hard case file, referenced in TWIST <i>Counselor Notes</i>; or 3) Copy of out-of-state HHSC/public assistance documentation maintained in a hard case file, referenced in TWIST <i>Counselor Notes</i>.
Other Public Assistance Recipient	<p><i>Core Services Only</i></p> <ol style="list-style-type: none"> 1) Crossmatch with TWIST Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) screens; 2) Verbal declaration, entered into TWIST <i>Counselor Notes</i>; or 3) Self-attestation, referenced in TWIST <i>Counselor Notes</i>. Copy of self-attestation form maintained in a hard case file. <p><i>Intensive or training services for all youth and adult/DW/NEG participants</i></p> <p>A copy of one the following must be maintained in a hard case file and referenced in TWIST <i>Counselor Notes</i>:</p> <ol style="list-style-type: none"> 1) Crossmatch with TWIST SNAP E&T screens;

	<ol style="list-style-type: none"> 2) Authorization to receive cash public assistance; 3) Public assistance check; 4) Medical card showing cash grant status; 5) Refugee assistance records; 6) Local cash assistance program; 7) HHSC records; or 8) Out-of-state HHSC/public assistance documentation.
Homeless Individual and/or Runaway Youth	<ol style="list-style-type: none"> 1) Self-attestation appearing in TWIST through entry into WorkInTexas.com; 2) Verbal declaration, entered into TWIST <i>Counselor Notes</i>; 3) Self-attestation, referenced in TWIST <i>Counselor Notes</i>; or 4) Written statement from an individual or social service agency providing residence shelter, entered into TWIST <i>Counselor Notes</i>.
Offender	<p><i>Offenders—TDCJ</i> Validated at the state level for those participants reported through Project Reintegration of Offenders (Project RIO) automated data transfer to TWIST.</p> <p><i>Offenders other than TDCJ</i></p> <ol style="list-style-type: none"> 1) Verbal declaration, entered on the <i>Program Detail</i> screen on the <i>Characteristics</i> tab and into TWIST <i>Counselor Notes</i>; 2) Self-attestation, referenced in TWIST <i>Counselor Notes</i>; 3) Documentation from juvenile or adult criminal justice system; or 4) Telephone verification with court representatives.
Pregnant or Parenting Youth	<p>Pregnant</p> <ol style="list-style-type: none"> 1) Verbal declaration, entered on the <i>Program Detail</i> screen on the <i>Characteristics</i> tab and into TWIST <i>Counselor Notes</i>; 2) Staff observation recorded on the <i>Program Detail</i> screen on the <i>Characteristics</i> tab and entered into TWIST <i>Counselor Notes</i>; 3) Self-attestation, referenced in TWIST <i>Counselor Notes</i>; or 4) Doctor’s note confirming pregnancy. <p>Parenting</p> <ol style="list-style-type: none"> 1) Any DRVS Field #3 (Date of Birth) acceptable documentation (e.g., child’s birth certificate, child’s school records) that demonstrates that the participant is the child’s parent; 2) HHSC TANF or SNAP print screen showing the participant and child; 3) Other official document issued by a state or local governmental agency or court that demonstrates that the participant is the child’s parent or legal guardian, such as a copy of a signed Acknowledgement of Paternity Form that has been filed with the Bureau of Vital Statistics or a copy of

	<p>a legal document indicating guardianship or adoption; or</p> <p>4) For situations involving step-parenting, participants may provide a copy of an official document issued by a state or local governmental agency or court that names the child and the child’s parent such as a birth certificate or adoption record and proof of marriage to the child’s parent, such as a copy of their marriage certificate or common law marriage certificate.</p>
Youth Who Needs Additional Assistance	<p>1) Self-attestation documentation matching local policy, documented in TWIST <i>Counselor Notes</i>;</p> <p>2) Hard case file documenting match with local policy, documented in TWIST <i>Counselor Notes</i>; or</p> <p>3) TWIST <i>Counselor Notes</i>.</p> <p><i>Note:</i> “Youth Who Needs Additional Assistance” is defined at the local level. Documentation must support the local policy.</p>
School Status at Participation	<p>1) Verbal declaration, entered on the TWIST <i>Program Detail</i> screen, <i>Education</i> tab, and into TWIST <i>Counselor Notes</i>; or</p> <p>2) Self-attestation, referenced on the TWIST <i>Program Detail</i> screen, <i>Education</i> tab, and in TWIST <i>Counselor Notes</i>.</p>
Foster Care Youth	<p>1) Verbal declaration, entered into TWIST <i>Counselor Notes</i>; or</p> <p>2) Self-attestation, referenced in TWIST <i>Counselor Notes</i>.</p>