

## Authorized Forms of Documentation

### **State of Kansas Description of Examples of Documentary Evidence:**

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

- Birth Certificate
- Valid Driver's License
- Permanent Resident Card
- Passport
- Valid Federal/State Gov't I.D.
- Social Security Number Verification System (SSNVS)

#### **QUESTION 13 – Veteran Documentation**

- APPLICATIONS SUBMITTED (POSTMARKED) ON OR BEFORE 04/22/2021
  - National Personnel Records Center (NPRC)
  - Servicemembers Civil Relief Act (SCRA)
- APPLICATIONS SUBMITTED (POSTMARKED) ON OR AFTER 04/23/2021
  - DD-214 showing honorable discharge.
- **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.

#### **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) **AND** has or had an IWRP 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
  - Voter Registration Card
  - Government Issued Award or Tax Statements
  - ArcGIS
  - 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
  - (see page 4 of the ICF ETA 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.
- UI Wage Records showing quarterly wages for all states in which employee has worked in the year prior to hire date.

### **QUESTION 23 – Long-term Unemployment Recipient**

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