

REQUIRED DOCUMENTATION BY TARGET GROUP

It is the responsibility of the employer and/or consultant to provide the complete supporting documentation listed below for each target group for which they are requesting certification.

If the complete list of required documents is not provided within the 90 days of submission, the application will be **denied.**

Target Groups:

A, I & G (TANF and/or SNAP recipients)

- 1) Verification of Age (must be provided for SNAP)
- 2) 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 for which benefits were received.

C (Ex-Felon)

- 1) One of the following:
 - a) 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.
 - b) Correction Institution Records
 - c) Court Records
 - d) Offense & Sentencing Date as listed on the Kansas Department of Corrections – KASPER search is different from the actual required conviction date but may be considered if the release and/or participation in a work release program is shown.

D (Designated Community Resident – Rural Renewal County)

- 1) Verification of Age
- 2) Verification of Address that matches the address provided on the IRS Form 8850
- 3) Verification of County (must show the address listed on the IRS Form 8850 and the county)

E (Vocational Rehabilitation)

- 1) 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.

TTW (Ticket-to-Work)

- 1) Must attach the signed first page of the IRS Form 8850.

H (Supplemental Security Income)

- 1) Must attach the signed first page of the IRS Form 8850.

LTU (Long-Term Unemployment Recipient)

- 1) Self-Attestation Form, ETA Form 9175.

B (a, d & e) (Veteran receiving SNAP and/or Unemployed Veteran)

- 1) DD-214 showing honorable discharge.
- 2) 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 for which benefits were received.
- 3) 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.

B (b & c) (Disabled Veteran and/or Unemployed Disabled Veteran)

- 1) DD-214 showing honorable discharge.
- 2) 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.
- 3) 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.