

Riverside County Workforce Development Center

Membership services are available to **Riverside County residents** or customers who were **last employed in Riverside County** and are 18 years of age or older.

Please bring original and unexpired documents to complete your membership application.

IDENTITY & EMPLOYMENT AUTHORIZATION (I-9 Complete list of acceptable documents at : www.uscis.gov)

Choose one from A

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| <ul style="list-style-type: none"> A: • U.S. Passport or U.S. Passport card • Employment Authorization document with photo—Form I-766 | <ul style="list-style-type: none"> • Permanent Resident card—Form I-551 |
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OR Choose one from B and one from C

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| <ul style="list-style-type: none"> B: • Driver's license or government id card (with photograph or date of birth, gender, height, eye color, and address information) | <ul style="list-style-type: none"> • U.S. Military card | <ul style="list-style-type: none"> • Native American tribal document |
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| <ul style="list-style-type: none"> C: • Social Security card • U.S. citizen id card (I-197) | <ul style="list-style-type: none"> • Original or certified copy of birth certificate • Employment authorization document issued by the Dept. of Homeland Security | <ul style="list-style-type: none"> • Certification of birth abroad (FS-545) |
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SOCIAL SECURITY CARD (Choose One)

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| <ul style="list-style-type: none"> • Social Security card (Preferred) • Public Assistance record | <ul style="list-style-type: none"> • DD-214 "Report of Separation" • EDD UI (Unemployment Insurance) printout | <ul style="list-style-type: none"> • W-2 form |
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IF A VETERAN (Choose One)

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| <ul style="list-style-type: none"> • DD-214 | <ul style="list-style-type: none"> • Veteran's Administration Letter/Record |
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SELECTIVE SERVICE STATUS Males born on or after January 1, 1960 (ages 18 up to 26th birthday) (Choose One)

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| <ul style="list-style-type: none"> • Selective Service card • Selective Service Administration Acknowledgement Letter | <ul style="list-style-type: none"> • Selective Service Verification from website (www.sss.gov) |
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If Not Registered Age 26 or Older: Selective Service Status Information Letter **AND** evidence to determine failure to register was not knowing and willful.

FAMILY INCOME FOR LAST 6 MONTHS (Submit ALL forms of income received by ALL family members – spouse, dependent children under age 22, and parents' income if claimed as dependent on parents' income tax and under age 22)

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| <ul style="list-style-type: none"> • Paycheck stubs • Unemployment Insurance printout/ pay stubs • Alimony Agreement (Spousal and/or Child Support) • Social Security Disability Insurance • Public Assistance records (Notice of Action) • Bank Statements • Proof of Company Closure or Mass Layoff • Bankruptcy documents or business license if self-employed and lost business due to economic conditions | <ul style="list-style-type: none"> • Retirement Pay or Pensions • Net Income from self-employment (tax records) • Worker's Compensation • Supplemental Security Income (SSI) • Food Stamps card • Proof of layoff or termination • Current Federal Income Tax Return if self-employed |
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FAMILY SIZE (Spouse, dependent children under age 22, and parents if claimed as dependent on parents' income tax and under age 22)

Family size: Birth certificates, current lease agreement, marriage certificate, public assistance records, alien registration cards, decree of court, Medical cards, **OR** recent tax records.

HOME ADDRESS (Address proof is necessary to verify Riverside County residency) *Proof must be dated within 6 months of WIOA application date.*

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| <ul style="list-style-type: none"> • Utility bill • Official/business correspondence (e.g. insurance, county, state) | <ul style="list-style-type: none"> • Lease/rent agreement • Shelter written statement | <ul style="list-style-type: none"> • Stamped envelope OR | <ul style="list-style-type: none"> • Written statement from individual providing housing and their utility bill |
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IF REQUESTING TRAINING High School Diploma, Transcript noting HS Graduation or GED Certificate may be required.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please call 951.955.3100, 951.955.3744 TTY, CA Relay 711, or adacoordinator@rivco.org. 5 to 7 days in advance.