

Program Reference Guide

Basic Eligibility Requirements for Food and Nutrition Services/ Vocational Rehabilitation/ Work First Family Assistance and Workforce Innovation Opportunity Act Services

Food and Nutrition Services

Eligibility Requirement	What's Needed*
Identity	Work, School or Health Benefit ID, Voter Registration card, Birth Certificate
Citizenship/Immigration Status	Each member of the FNS household must be a U. S. Citizen or an immigrant admitted to the United States under a specific immigration status. If applying for FNS benefits only for your U.S. born children, Immigration and Naturalization papers are not required.
Earned Income	Pay Stubs, Letter or Note from Employer, Employee's W-2, Self-employment Records
Unearned Income	Self-Employment Bookkeeping Records, Social Security, Veterans Benefits, Child Support, Retirement Statement, Bank Statement, Benefit Award Letter/Benefit Payment Check, Child Support Agreement, Income Tax Forms
Expenses	Rental or Lease Agreement, Mortgage Statement, Property Tax Statement, Homeowner's Insurance Statement, Child Care receipts, Medical Expense receipts
Resources	Some households may be subject to a resource test. Ownership and tax records, bank statements, court documents.

You have the right to receive an application upon request. If you can't fill out the whole application, it will be accepted if you fill in with your name, address, and signature. You can mail, fax or bring the application to your local agency or apply online at <https://epass.nc.gov/CitizenPortal/application.do>.

Individuals residing together, but purchasing and preparing their meals separately, may participate in FNS as a separate household. However certain members of the household are required to be in one FNS unit even if they purchase and prepare separately.

The Department of Health and Human Services complies with Federal and State laws, which restrict the use and disclosure of information concerning applicants and recipients of public assistance and comply with applicable provisions of the Social Security Act concerning confidentiality. The Department of Health and Human Services does not discriminate against any person based on race, color, national origin, sex, religion, age, political beliefs, or disability.

Vocational Rehabilitation Services*

<p>The individual must be an individual with a disability</p>	<p>This is defined as:</p> <ol style="list-style-type: none"> 1. The individual has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment; 2. The individual can benefit from vocational rehabilitation services in terms of employment outcome; AND 3. Requires vocational rehabilitation services to prepare for, secure, retain, advance in or regain employment consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, informed choice and economic self-sufficiency.
<p>Financial Needs Survey</p>	<p>Financial need must be established prior to the planning and provision of any service subject to the financial need evaluation.</p>

** If an individual receives SSI or SSDI, they are automatically presumed to be eligible for services and qualify to receive all cost services.*

The scope of rehabilitation services available to an individual is determined by the services required by that individual to reach the VR goal. All services provided must be directly related to the achievement of the goal established in concert between the client and Rehabilitation Counselor.

Work First Family Assistance

Eligibility Requirements	What's Needed*
Identity	Passport, ID, other primary documents
Residency/Living With/Living Arrangement	Valid NC driver's license, lease agreement, utility bill
Age – child age 17 and under in the household	Birth certificate
Kinship	Birth certificate, copy of court documents
Citizenship Immigrant Status	USCIS Documents/SAVE system
Social Security Enumeration	Valid social security card or number
Earned/Unearned Income (excludes SSI)	Wage stubs, verification from employer, tax forms, award letter
Assets/Resources	Ownership and tax records, bank and court documents
Substance Use Screening	Testing referral required if reasonable suspicion established.

Title I Workforce Innovation Opportunity Act (WIOA)

Eligibility Requirements	What's Needed*
U.S. Citizen or otherwise legally entitled to work in the United States ^{1,2,3,4}	Driver's license, birth certificate, immigrant registration card indicating the right to work
Registered with Selective Service ^{1,2,3,4}	Selective service registration card, DD-214
Age ^{1,2}	Driver's license, birth certificate, passport
Income ^{1,2,3,4}	Pay stub, public assistance records
School Status ^{1,2}	School records, self-attestation
Basic Skills Deficient or English language Learner ^{1,2,3,4}	Standardized test records, school records
Justice System involved ^{1,2}	NC Department of Public Safety printout
Homeless/runaway/foster care/aged out of foster care/out-of-home placement ^{1,2}	Written statement from a shelter, self-attestation, court/guardianship documents
Pregnant or parenting ^{1,2}	Hospital record of live birth, physician's note
Disabled ^{1,2}	Medical records, Social Service record
Requires additional assistance to complete an educational program ^{1,2}	School records, transcripts, letter from school/program representative
Dislocated Worker ⁴	Separation notice, military paperwork

Out of School and In-School Youth programs offer a comprehensive set of strategies and a closer link to the labor market. The Dislocated Worker and Adult programs offers a wide range of employment and training services from basic job seeking skills, to assistance with improving basic education skills, to occupational skills and training.

¹ Out of School Youth Program (Age 16 years – 24 years)

² In-School Youth Program (Age 14 years – 21 years; must be low-income)

³ Adult Program (Age 18 years and over) - Veterans, low-income individuals, public assistance recipients and basic skills deficient individuals receive priority.

⁴ Dislocated Worker Program (Age 18 years and older) - Lost their job through no fault of their own and is unlikely to return to a previous industry or occupation to include displaced homemakers.

****The needed list of documents is only a sample of the acceptable documents needed to determine eligibility for program services. This is not an all-inclusive list. Please refer individuals to the local agencies above for detailed information on how to apply for services.***