



## Eligibility Documents

Welcome to Ready to Work! We're glad you've made the decision to apply.

After you've applied, the Ready to Work team will need a few documents to confirm that you are eligible to participate in the program. You can make this process quick and easy by having the following items ready to go.

Having trouble locating a document? No problem! Your personal coach can assist you in gathering the documents you need to get started.

### **We need to know that:**

#### **You are eligible to work in the United States.**

Please provide ONE of the following:

- Social Security card
- U.S. birth certificate
- U.S. citizen ID card
- Lawful resident citizen ID card
- Native American tribal documentation
- Other documentation accepted by USCIS Form I-9 for employment authorization (such as Employment Authorization Document, also known as an I-766 Form)

#### **You are a resident of the City of San Antonio.**

Please provide ONE of the following:

- Current lease
- Mortgage statement
- Utility bill
- Driver's license
- Military ID
- State ID
- Attestation (signed by you and by homeowner or by renter with one of the approved forms of ID above) that you live at that location
- Proof of residency from homeless shelter

**We need to know that:**

**You are at least 18 years of age.**

**Your household income is less than 250% of federal poverty guidelines.**

<https://aspe.hhs.gov/topics/povertyeconomic-mobility/povertyguidelines>

Please provide ONE of the following:

- U.S. birth certificate
- U.S. citizen ID card
- Driver's license
- Lawful resident citizen ID card

Please provide ALL of the following, where applicable:

- Recent pay stubs of you and people ages 18 and older living with you.
- Recent evidence of receipt of the following benefits:
  - San Antonio Housing Authority Voucher Program
  - Public Housing
  - SNAP
  - TANF
  - WIOA
  - WIC
  - Medicaid