



674 Washington Road, Thomson, Georgia 30824
(706) 595-8941 | 800-251-3882
www.ecgwdc.org

Required WIOA Documentation Checklist

Name: _____ Orientation Date: _____

School: _____ Program of Study: _____

Note: Customer must have completed all core classes and be accepted into their program of study.

- Completed the online registration with www.worksourcegaportal.com
- Complete WIOA pre-application
- Driver's License, State Issued ID and/or Military ID (color copy)
- Social Security Card
- Active or retired military personnel, please provide a copy of your DD214
- College Entrance Exam Scores (SAT, ACT, TABE or Accuplacer)
- Letter of acceptance from school (in your program of study)
- Established GPA of 2.5 or higher (exclude CDL)
- Class schedule (full time status enrollment)
- Copy of full transcript (from all colleges attended)
- Verification of Physical Address (ex. Utility Bill)
- Financial Aid award or denial letter
- Proof in income (applicant & spouse) check stubs documenting 6 months of wages
- Criminal Background check (less than 30 days)
- Selective Service registered (men only)
- Copy of (7 years) motor vehicle report (MVR-CDL only)

If applicable, please provide:

- Verification of Public Assistance: (ex. TANF, Food Stamps, SSI, SSDI or other)
- Separation notice or letter from Employer (if laid off and/or applicable)
- Unemployment wage determination or claims inquiry from DOL (MD77)

*****Applicants are responsible for ensuring that all required documentation are presented during the intake process.**

****Missing documentation will delay the process of your application.**

Proudly Serving:

Columbia, Glascock, Hancock, Lincoln, McDuffie, Taliaferro, Warren, Washington and Wilkes Counties

****All males over the age of 18 MUST be registered with Selective Service****