Workforce Recovery Training Program
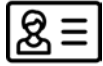## Application Document Checklist

☐ **Applicant Identification**

(must be a photo ID)

- Driver License; OR
- State- or Federal-issued ID; OR
- U.S. Passport; OR
- Permanent Resident Card; OR
- Employment Authorization Card

☐ **Proof of Current Address**

- Deed, mortgage, or monthly mortgage statement; OR
- Rental agreement; OR
- Florida vehicle registration or title; OR
- Florida Voter Registration Card; OR
- W-2 Form or 1099; OR
- Utility bill; OR
- Automobile or homeowner's insurance policy or bill; OR
- Medical or health card with address; OR
- Statement from financial institution; OR
- Letter from shelter or half-way house verifying applicant lives at address; OR
- Educational transcripts

☐ **Proof of Work Authorization**

- Social Security Card; OR
- U.S. Birth Certificate; OR
- U.S. Passport; OR
- Permanent Resident Card; OR
- U.S. Citizen Card; OR
- Employment Authorization Card

☐ **Documentation of Other Forms of Assistance**

(Provide all that apply.)

- FEMA award letter
- SBA award letter
- Educational assistance award letter
- VOAD, non-profit, or other award letter

☐ **Income Documentation for All Adult Household Members (18+)**

- Most recent tax returns (IRS 1040, 1040A or 1040EZ) signed and submitted; OR
- Documentation of Income:
  - Salary/Wage/Tips: Last 3 months of pay stubs OR signed statement from employer stating wage and frequency of payment.
  - Self-employment Income: IRS 1099, profit/loss statement, or ledger.
  - Interest, Dividends: IRS 1099 DIV or account/holding statements.
  - Benefits: Social security or disability, retirement, SSA, TANF, Veterans', alimony, pension or annuity current letter of benefits (should include benefit amount).
  - Unemployment Income: current letter of benefits or printouts (should include benefit amount).
  - Workers Compensation Income: letter of benefits from insurance company or court (should include benefit amount).
  - Documentation of any other sources of income received regularly.

www.RebuildFlorida.gov

☐ Additional Documentation

(if applicable)

- If applicant is disabled, provide one (1) of the following:
  - Social Security Disability Statement
  - Letter from doctor stating applicant qualifies as disabled
  - Verification of Disability Form
- If applicant is a Veteran or active duty spouse or dependent, provide DD Form 214, military identification card, or other recognized documentation.

☐ Certifications and Authorizations

- Consent and Release of Personal Information Form
- Fraud Acknowledgement Regarding False or Misleading Statements Certification

Helpful Information:

- After your initial application is submitted, your application will be reviewed by the program partner(s) you selected. A team member will contact you if any additional documentation is required.

- Translation services are available by contacting one of the WRTP program partners:
  - CareerSource Brevard
    321-394-0511
  - The College of the Florida Keys
    305-809-3238
  - Florida International University
    305-348-3537
  - Florida State College at Jacksonville
    904-361-6251
  - Hendry County School District
    863-983-1511
  - Indian River State College
    772-462-7546
  - Valencia College
    407-582-6700

- All information provided to the WRTP will be verified.

- For additional information and updates, visit www.RebuildFlorida.gov.

Information subject to change. Last revised: July 15, 2020.