City of Pasadena Enterprise Zone Hiring Credit Qualifiers and Supporting Documentation Checklist

The information is presented to employers as a quick guide reference to what types of supporting documentation the Enterprise Zone Office collects in order to issue a Hiring Credit Voucher. For the official guidelines on supporting documentation refer to Title 25, Section 8466 of the California Code of Regulations.

CalWorks Recepient

 Documents issued by Calworks stating that you were enrolled or eligible for Calworks.

WIA (Workforce Investment Act) Core B

 Documents issued by WIA Case Manager stating that you were enrolled or eligible for WIA intensive services

WOTC (Work Opportunity Tax Credit) or successor program

• Document issued by WOTC or successor program

TEA Resident

- Form 1-9, U.S. Department of Justice, Immigration and Naturalization Service
- Driver's License or State Identification Card
- Landlord Statement
- Lease or rental agreement
- Utility bill

Veteran (Disabled, Vietnam, Recently Seperated (i.e. 48 months preceeding)

- DD-214 Defense Department Report of Seperation
- Veterans Administration documentation
- Verification by State Veterans Agency

Native American, Native Samoan, Native Hawaiian, or member of another group of Native American descent.

- Native American tribal record document
- Certified Degree of Indian Blood (CDIB) Card
- Other documentation showing Descent

Ex-Offender

- Court documents
- Letter of parole
- Letter from probation officer
- Police records
- Copy of background check report of independent court records report showing ex-offender status, signed by a background checking business or independent court records business, licensed and/or certified if required by California or federal law.
- Other government documents verifying ex-offender status.

Recipient of Public Assistance, Cash Aid Welfare, Food Stamps, AFDC, SSI $\,$

- Public Assistance Award Letter
- Benefit Printout
- Current Food Stamp ID Card or Award Letter

 Garden Award Letter
- Social Security Insurance (SSI) Award Letter or check stub
- Refugee Cash Assistance
- Verification by Department of Social Services
- Written statement from county welfare office or telephone verification by zone manager
- Public assistance records or printout

Disabled Individual

- Physician's Statement
- Rehabilitation Plan
- Vocational rehabilitation letter
- Verification by state or federal rehabilitation counselor
- Letter from a state drug or alcohol rehabilitation agency
- Medical records
- Social Security Administration disability records
- Social Service records/referral

${\bf Economically\ Disadvantaged\ (application\ submittal\ must\ include\ each\ of\ the\ following)}$

- Official identification card or other documents issued by the federal government or any state or local government that shows the employee's age or date of birth, and indicates that the employee is at least 14 years of age (i.e. Drivers License).
- 2. Income Verification Worksheet
- Documents verifying source of income (i.e. hourly wages, salary, interest, pension, public assistance, self-employment, social security, unemployment, or identified other) for each family member

Dislocated Worker Status Due To

Seasonal Unemployment (One of the Following):

- Documentation of Migrant Employment in a Seasonal Occupation
- Employer/Union Representative Letter describing seasonal layoff in employee's occupation
- Copies of Termination Notices Identifying Seasonal Employer

Long Term Unemployment/Limited Opportunities for Same or Similar Employment (One item from both A and B) $\,$

(A) One of the following dated 15 weeks prior to employment

- Recipient of UI Benefits for 15 weeks prior to Employment or proof of UI Benefits were Exhausted
- UI Verification (Benefits Records)
- UI Award Letter with Claim History
- Workers Investment Act Displaced Worker Unit Verification
- Statement by UI Rep.
- Documentation that qualifies employee as dislocated worker
 - Termination Notice or Notice of Layoff
- (B) One showing Employee has Limited Opportunities for Employment or Re-employment
 - Screen Print CA EDD indicating limited opportunities in same or similar occupation
 - Doctor's Statement showing employee's inability to return to previous industry/occupation
 - Vocational Rehab counselor's statement/Employee's Physical Limitations
 - Other Third Party Documentation stating unavailability of same or similar employment

Formerly Self Employed: (Two of the following)

- Bankruptcy Documents/Name of Business & Employee's Name
- A Business License or Permit listing the Employee's Name
- Copy of Articles of Incorporation or Dissolution for the Business listing employee as owner
- Prior Year's Income Tax Return

Dislocated Worker (One Item from A, B, and C)

(A) To document that an employee has been terminated, laid off, or received a notice of termination or layoff:

- Copy of termination notice or other company documentation of employee's termination or layoff
- Employer or union representative letter identify8ing the employee's termination date
- Copy of printed media article or announcement, including the name and date of the publication, describing the layoff, along with a copy of the employee's last payroll check prior to hire by the Applicant.
- Separation or Termination Report, or equivalent, signed by the employee's former employer

 $(B) To\ Document\ employee\ is\ eligible\ for\ or\ has\ exhausted\ entitlement\ to\ UI\ benefits:$

- Unemployment Insurance Records
- Statement by an Unemployment Insurance representative

(C) To demonstrate that the employee is unlikely to return to his or her previous industry or occupation:

- Screen print of California EDD Labor Market Information Division
- Doctor's statement indicating employee's inability to return to previous industry/occupation due to physical limitations
- Vocational Rehabilitation counselor's statement indicating the employee's inability to return to previous industry/occupation due to physical limitations
- Other third-party documentation that demonstrates the unavailability of similar employment in the employee's previous industry or profession.

Dislocated Worker due to plant, facility, or enterprise closure. (One from both A and B)

 $(A)\ To\ document\ that\ there\ has\ been\ a\ permanent\ plant,\ facility,\ or\ enterprise\ closure\ or\ substantial\ lay\ off:$

- Bankruptcy documents, if declare Chapter 7, Title 11, notice of foreclosure or similar documents that show closure or mass layoff
- Copy of printed media article/ announcement, including the name and date of the publication, describing the closure/mass layoff
- Statement from the employer or union representative
- Statement from the employer's bank official, attorney, supplier, or accountant
- WARN notice

(B) To document that an employee has been terminated, laid off or received a notice of termination or layoff.:

- Copy of notice of termination or layoff or other company documentation of employee's termination
- Employer or union representative letter identifying the employee's termination date.

Separation or Termination Report, or equivalent, signed by the employee's former

- employer.
 Evidence that the employee is or was employed by the plant, facility, or enterprise
- WARN Notice