

The following support documentation must be included in all SCSEP participants' case files:

1. Proof of residency

OFFICIAL DOCUMENTS AND BUSINESS RECORDS:

Official records that substantiate the participant's state of residence, including but not limited to: Approved cross-border or multi-state agreements; driver's license or State, Federal or Tribal ID Card; home utility bill or other billing statement providing documentation of residence or mailing address (if different than address on license or ID); document from a public or private institution (independent living housing, CBRF or AL) or housing authority; official government mail dated within the last 30 days; bank statement; Social Security Statement; rental agreement; homeowners or rental insurance policy or statement; voter registration card.

1. Homeless

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Official records that establish that the regulatory definition has been met are acceptable, including but not limited to: Letter or written statement from director of shelter or institution providing temporary living accommodations; written statement from an individual providing temporary residence; statement from a Social Service agency; statement from a Veteran's hospital/rehab center.

OR DETAILED CASE NOTES:

In addition to the standard requirements for all case notes, must also detail: (1) how the participant's living condition meets the regulatory definition, and (2) how that determination was made.

OR SIGNED ATTESTATION:

Participant signed self-attestation is acceptable. Signed attestation from a third-party who has knowledge of the participant's living condition is acceptable.

2. Urban/Rural

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Enter zip code in the Rural Urban Commuting Area (RUCA) look-up table in SPARQ. Alternatively, use the census tract look-up provided in SPARQ to determine if the participant's residence is considered rural. If the census tract is used, grantees must document steps taken to make that determination.

3. Date of birth

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Official government record that verifies the participant's date of birth, including but not limited to: birth certificate; DD-214, Report of Separation; driver's license; marriage license or divorce decree; Federal, state or local identification card; passport; hospital record of birth; public assistance / social service records; school records or ID card; work permit; cross match with Department of Vital Statistics; tribal records; Social Security award letter; baptismal record.

4. Proof of number in family

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Official government records or other official records are acceptable, including: A HUD form; a lease; beneficiary forms (to substantiate a spouse for a family size of 2)

To establish a family-of-one is due to disability, official government or other official records are acceptable, including but not limited to: Receipt of Social Security Disability Insurance (SSDI), other Social Security Administration records; school records; sheltered workshop certification; social service records or referrals Alternatively, certification from a medical professional or medical records that establish specific facts that meet the regulatory definition are acceptable, including but not limited to: Letter from Drug or Alcohol rehabilitation agency; medical records; physician's statement; psychologist's diagnosis; rehabilitation evaluation; disability records; Veteran's medical records; vocational rehabilitation letter; worker's compensation record; Assessment results; verification from an aging, information and referral assistance (I&A or I&R) / case management program; Aging and Disability Resource Center (ADRC); Independent Living Center (ILC); certification from a medical professional *NOTES: (1) TEGL requires that the record of documents must be jointly signed by applicant and grantee interviewer. (2) A „Disability*

Identification Card "issued by the State is not acceptable unless there is documentation that the medical standards used to issue the card meet the regulatory definition. NOTE: Case notes are not acceptable for establishing family-of-one is due to disability

OR DETAILED CASE NOTES:

In addition to the standard requirements for all case notes, **to establish the number in family at the time of application**, case notes must also detail: (1) the number in family as defined by [TEGL 12-06](#), and (2) the rationale for accepting information from that individual without a signature.

OR SIGNED ATTESTATION:

To establish the number in family at the time of application, signed attestation from a third-party who has knowledge of the participant's number in family and reflects the living situation at time of application. *NOTE: Participant signed self-attestation is prohibited. Signed attestation from a third-party (as opposed to a medical professional) is not acceptable in establishing family-of-one is due to disability.*

5. Employment status

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Government records or other official records are acceptable to establish no employment at time of application, including but not limited to: Record indicating firm date of separation from military service, unemployment insurance documents, notice of termination from employer.

OR DETAILED CASE NOTES:

In addition to the standard requirements for all case notes, must also detail no employment at time of application.

OR SIGNED ATTESTATION:

Participant signed self-attestation or signed attestation from a third-party who has knowledge of the participant's employment status prior to participation is acceptable to establish no employment at time of application.

6. Income

OFFICIAL DOCUMENTS OR BUSINESS RECORDS

- (1) official documents and business records establish includable income, and
- (2) attestation establishes that no other includable income exists.

Government records or other official records that establish the amount of income for the 6-month or 12-month look-back period are acceptable, including but not limited to: Pay stubs; Social Security Award letters; earning statements from employers; pension statements; bank statements showing interest. *NOTES: (1) TEGL requires that the record of documents must be jointly signed by participant and grantee interviewer. (2) Income tax returns can often be a helpful part of the documentation but they will rarely be sufficient in themselves to establish the amount of income for the 6-month or 12-month look-back period because they cover a complete calendar year. Additional documentation will usually be required to establish includable income for the entire look-back period.*

OR DETAILED CASE NOTES: (For Claims of Zero Income Only)

Case notes based on information from a knowledgeable third-party are acceptable to (1) explain how participant supported self if zero income is claimed or (2) to document that no other includable income exists. In addition to the standard requirements for all case notes, those case notes must also: (1) confirm zero income and/or that no other family income exists, (2) explain how participant supported self, and (3) detail how that confirmation was made.

OR SIGNED ATTESTATION: (For Claims of Zero Income Only)

If zero income is claimed, participant signed self-attestation or signed third-party attestation that explains how participant supported self is required. **Beyond establishing total includable family income through official documents and business records,** participant signed self-attestation is also required to document that no other includable family income exists.

7. Limited English Proficiency

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Official records that establish limited English proficiency are acceptable, including but not limited to: Results of literacy testing, standardized test results.

OR DETAILED CASE NOTES:

In addition to the standard requirements for all case notes, must also explain: (1) that the participant has limited English proficiency, (2) how assessment was made, e.g., participant appeared with an interpreter or directly communicated to case worker that she doesn't speak English, and (3) the date that assessment was made.

OR SIGNED ATTESTATION:

Participant signed self-attestation

8. Low literacy skills

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Official records that establish limited English proficiency are acceptable, including but not limited to: Results of literacy testing, standardized test results.

OR DETAILED CASE NOTES:

In addition to the standard requirements for all case notes, must also explain: (1) that the participant has limited English proficiency, (2) how assessment was made, e.g., participant appeared with an interpreter or directly communicated to case worker that she doesn't speak English, and (3) the date that assessment was made.

OR SIGNED ATTESTATION:

9. Veteran or qualified spouse of veteran

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Official government document that verifies veteran status, such as: Military discharge papers; DD-214; cross-match with Veteran's Database. Veterans who do not have a DD-214, can provide a copy of military identification.

OR DETAILED CASE NOTES: (For veterans discharged after 1950, case notes are acceptable only when DD-214 is pending.)

For veterans discharged prior to 1950, case notes are acceptable in all cases. In addition to the standard requirements for all case notes, must detail (1) the veteran status of the participant, and (2) how that determination was made

OR SIGNED ATTESTATION: (For veterans discharged after 1950, participant signed self-attestation is acceptable only when DD-214 is pending.)

For veterans discharged prior to 1950, participant signed self-attestation is acceptable in all cases.

10. Disability:

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Documentation should be an official government record or other official record that indicates that (1) a medical professional made a determination of disability and (2) describe how the disability meets the SCSEP regulatory definition, including but not limited to: Receipt of Social Security Disability Insurance (SSDI), other Social Security Administration records; school records; sheltered workshop certification; social service records or referrals; community-based aging and disability organizations; social service agency record or referral; independent Living Center statement; letter from Group Home administrator.

Alternatively, certification from a medical professional or medical records that establish specific facts that meet the regulatory definition are acceptable, including but not limited to: Letter from Drug or Alcohol rehabilitation agency; medical records; physician's statement; psychologist's diagnosis; rehabilitation evaluation; disability records; Veteran's medical records; vocational rehabilitation letter; worker's compensation record.

11. At risk of homelessness

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Other records that establish the participant is “at risk” for homelessness, including but not limited to: Eviction notice, letter from official at homeless shelter.

OR DETAILED CASE NOTES:

In addition to the standard requirements for all case notes, must also detail that the participant meets the definition of “at risk” for homelessness. For example, rent/mortgage unpaid or overdue; often borrows to pay rent/mortgage; real estate taxes unpaid or overdue; temporarily sharing space with family or friend; involuntarily moved several times in last year; credit history or background disqualifies from most rental/lease agreements; cannot pay rent/mortgage most months; frequently has unpaid or overdue electric/gas/water bills; evicted from a residence in the last 12 months; lived in a shelter during the past 12 months.

OR SIGNED ATTESTATION:

Participant signed self-attestation. Or, signed attestation from a third-party who has knowledge of the participant’s living situation.

12. Proof of WIA enrollment:

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

WIA correspondence with participant, written crosscheck request or other program related document.

OR DETAILED CASE NOTES:

In addition to the standard requirements for all case notes, **to establish WIA Title I enrollment**, case notes must also detail:

- (1) that a crosscheck against WIA enrollment data was made, and
- (2) how it was made (e.g., phone call).

13. If on an approved break, a written sub-grantee policy regarding the break in participation

14. Low employment prospects

OFFICIAL DOCUMENTS OR BUSINESS RECORDS:

Official government records, medical records, or other official records that establish one of more significant barrier to employment exist, including but not limited to: Receipt of

Social Security Disability Insurance (SSDI), other Social Security Administration records, school records, sheltered workshop certification, social service records or referrals; Letter from director of shelter or institution providing temporary living accommodations, results of literacy testing, standardized test results; certification from a medical professional or actual medical records.

P8 – Homeless, P22 – Limited English proficiency, P24 – Low literacy skills, and P26 – Disability

OR DETAILED CASE NOTES:

In addition to the standard requirements for all case notes, must also detail: (1) participant has one or more significant barrier to employment; (2) how that determination was made, (3) the source of the information, (4) the contact at the source, and (5) the date that information was obtained.

OR SIGNED ATTESTATION:

Participant self-attestation that establishes one or more significant barrier to employment exists is acceptable, except for disability, severe disability and frail, which require a higher level of documentation.

15. Payroll and time sheets showing quarterly hours (paychecks are acceptable) of both CSA and paid training

16. Earnings and wages for first, second and third quarters after exit

Pay stubs, detailed case notes or self attestation and case notes.