



South Puget Intertribal Planning Agency

Workforce Development Program

Documentation to Receive WFD Services

Documentation Required for WFD Services:

1. Tribal Affiliation: verification of tribal enrollment, affiliation, or descendant (one from list)
 - Tribal Enrollment card
 - BIA Certification of Degree of Indian or Alaska Native Blood (CDIB)
 - Written verification from Federally Recognized Tribe.
2. Verification of Residency (one from list)
 - Rental or Lease Agreement
 - Statement from Landlord
 - Mortgage papers
 - Utility company record or bill (address to primary applicant at current address)
 - Letter from education, local, state, tribal or governmental agency
 - A signed residency statement may be accepted when homeless, with verification from an adult client is residing with.
3. Documentation of Selective Service (not applicable for female applicants and male applicants under 18 years)
 - Copy of Selective Service Registration (SPIPA WFD staff can assist with registration or Wavier Form)
4. Social Security Number Verification for all adults & children
 - Social Security Cards
 - WA State record verification (SPIPA WFD staff can assist)

Documentation Required for Cash Assistance Services:

5. Photo ID for all adults
6. Birth Certificates for all adults & children (WFD staff can help you order one if needed)
7. Income verification for all adults and children
 - Pay Stub
 - Child Support
 - Written Employer Statement
 - Spousal Support
 - Statement of Government/Insurance Benefits (i.e., L&I, UI, SSI)
8. Resources (if applicable)
 - Bank statements
 - Insurance documents (if there is cash value)
 - Property Tax Statement
 - Other resource documents
9. School Enrollment for all school-aged children
 - Statement from the school on **letterhead**, email or school online portal printout

Additional Documentation Needed for the Following Cash Assistance Applicants:

10. **Child Only:** Proof of Guardianship (one from list)
 - Valid Court Order regarding placement
 - Voluntary placement plans or agreements signed by the parent and an authorized representative of the child placing agency
11. **Pregnancy:** Medical Documentation of Pregnancy with anticipated due date
12. **Minor Head of Household:**
 - Written verification of supervised adult living arrangements
 - Proof of School Enrollment or Diploma/GED