



Intake Checklist

Additional rules for eligibility documentation:

- All acceptable eligibility documentation must be collected before enrolling a participant into Workforce One. See Eligibility (Participant) for more information.
- The participant's enrollment date must be on or after the date all eligibility documentation is received.

DEED can only be billed once the participant is entered into WF1. Back billing is not permitted.

- All expenses associated with participants lacking acceptable eligibility documentation will be disallowed.

Intake Application

IEP

Proof of name

current year Minnesota State high school information record/transcript for individuals under 18 years old
ONLY

- If the name on the eligibility documentation does not match the participant's name, proof of a legal name change must be in the file/uploaded to WF1.

Date of Birth / Proof of Age (If under age 19, a written waiver from your Deed Adult Career

Social Security Card – if not available, you can provide documentation from the list below; however, you will need the insurance card within 90 days of enrollment

If one of the options listed below is used, we must document the IEP and WF1 case notes and continued documentation of efforts to collect the Social Security Card.

*If the participant refuses to provide Social Security, we will cease all services and document the participant "Refused to Continue."

**If this process is not followed, then the grantees will be responsible for the billing associated with the participant

- 1095-A
- 1095-B
- 1095-C
- 1099
- DD-214 (US military card or draft record)
- Health Insurance Card
- Letter from Social Security with full SSN listed



- IRS form letter 1722 or participant's IRS tax transcript
- Maxis SSN verification printout
- Official school record
- Paystub
- Selective Service verification printout
- Social Security Benefits Statement
- State, County, or Federal Department of Corrections “face sheet”
- W-2 form

Proof of residence

- Valid MN DL, ID, or Tribal ID with an MN address

Or

- Valid ID from any state, U.S. Passport, U.S. military or Veterans ID, any Tribal ID or MN college / technical college or MN high school ID

*Must have participant’s name and MN address on one of the following documents below:

- Bill, account, or start of service statement due or dated within 30 days
- Residential lease or rent agreement valid at the time of enrollment
- a current student fee statement
- For currently incarcerated individuals, a State, county, or federal Department of Corrections “Face Sheet” may be submitted as proof of Minnesota residency for enrollment. Upon release, the individual must meet the requirements for proof of Minnesota residency within 60 days of release from the correctional facility

Signed Equal Opportunity is the Law (Complaint Discrimination) and How We Use Your

Personal Information (Data Privacy

This DEED form is required and is available in multiple languages from DEED.

o Tennesen Warning - English.pdf -

<https://apps.deed.state.mn.us/assets/policies/pdf/notice-english.pdf>

o Tennesen Warning - Hmong.pdf -



<https://apps.deed.state.mn.us/assets/policies/pdf/notice-hmong.pdf>

o Tennesen Warning - Lao.pdf -

<https://apps.deed.state.mn.us/assets/policies/pdf/notice-lao.pdf>

o Tennesen Warning - Russian.pdf -

<https://apps.deed.state.mn.us/assets/policies/pdf/notice-russian.pdf>

o Tennesen Warning - Simple Chinese.pdf -

<https://apps.deed.state.mn.us/assets/policies/pdf/notice-simplified-chinese.pdf>

o Tennesen Warning - Somali.pdf -

<https://apps.deed.state.mn.us/assets/policies/pdf/notice-somali.pdf>

o Tennesen Warning - Spanish.pdf -

<https://apps.deed.state.mn.us/assets/policies/pdf/notice-spanish.pdf>

For Males Only: required selective service compliance

Public Assistance Recipient's only: Self-Attestation

needs to be signed and dated by the participant

Liability Waiver

Privacy Notice

Client Bill of Rights

Authorization for the Release of Information

Photo/ Video Release form

The Right to Transport

The Consent to Care

Citizen or Right to Work