

# Application Instructions & Checklist

Hello! Please use these instructions as a checklist to gather the required documents for your National Able Network application package. Once you've completed Sections 1, 2, and 3 then follow the instructions in Section 4 to submit.

## Section 1

**We need ALL items in this section!**

- |  |  |
|--|--|
| <input type="checkbox"/> Completed National Able Network Application Form                            | <input type="checkbox"/> Color copy of the front and back of your social security card                                   |
| <input type="checkbox"/> Most recent version of your resume  | <input type="checkbox"/> Registration with NEWorks at <a href="http://networks.nebraska.gov">networks.nebraska.gov</a> * |
| <input type="checkbox"/> Color copy of the front and back of your valid Driver's License OR State ID | <input type="checkbox"/> Completed CareerScope assessment *  |

## Section 2

**We just need ONE document from each box!**

- ☐ **Proof of Address**  
*Approved documents include: valid driver's license or state ID with current address, printout/letter/registration card from government agency (dated within the last 30 days), housing authority certification, lease/mortgage/rent receipt, utility bill with your name and address (dated within the last 30 days). If you are homeless, please provide a letter from your shelter or the Homeless Service Provider.*

- ☐ **Proof of Authorization to Work in the United States**  
*Approved documents include: I-9 Documents, US birth certificate, valid US passport, green card, naturalization certification, alien registration card.*

- ONLY FOR MALE APPLICANTS WHO WERE BORN ON OR AFTER JANUARY 1, 1960**
- ☐ **Proof of Compliance with Selective Service**  
*Please go to [SSS.gov](http://SSS.gov) to register and/or print verification*  
*Approved document include: Selective service verification form or print-out, selective service registration card or status information letter*

- ☐ **ONLY FOR APPLICANTS CURRENTLY ENROLLED IN SCHOOL / EDUCATION INSTITUTION**  
*Approved documents include: Official/unofficial transcripts, course schedule*

- ☐ **ONLY FOR APPLICANTS WITH A HIGH SCHOOL DIPLOMA OR GED**
- ☐ **Proof of Completion**  
*Approved documents include: Official/unofficial transcripts, copy of your diploma*

- ☐ **ONLY FOR APPLICANTS WITH A BACHELOR'S OR MASTER'S DEGREE**
- ☐ **Proof of Undergraduate and/or Graduate Education**  
*Approved documents include: Official/unofficial transcripts, copy of your diploma*

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## ONLY FOR APPLICANTS WITH A DISABILITY Proof of Disability

*Approved documents include: SSDI, documentation from physician, or other program verification*



## ONLY FOR APPLICANTS THAT HAVE SERVED IN THE U.S. MILITARY Proof of Service

*Approved documents include: DD-214 Member 4*

## Section 3

### SELECT ALL THE CIRCUMSTANCES THAT YOU IDENTIFY WITH AND PROVIDE THE DOCUMENTS

**NOTE: Proof of Income (CANNOT be more than 30 days old)**

- If you are **UNEMPLOYED**, please provide one of the below:  
*unemployment pay stub, layoff letter, claim letter;*
- If you were **EMPLOYED WITHIN THE LAST 6 MONTHS**, please provide both items:  
*last pay stub AND W2 OR 1099*
- If you are on **SNAP or TANF benefits**, please provide one of the below:  
*printout or letter from the office*
- If you are **SELF-EMPLOYED**, please request:  
*a self attestation form from us. We will need to verify using bank records/tax returns.*
- If you are on **SOCIAL SECURITY OR SOCIAL SECURITY DISABILITY**, please provide one of these items: *award letter, print-out, SSA-1099 form*
- If your **SPOUSE** is supporting you, please provide all three items:  
*spouse's last pay stub, copy of social security card, and marriage certificate*
- If you're being **SUPPORTED BY SOMEONE**, other than your spouse, please provide:  
*letter of support and check stub from individual providing support to applicant*
- If you're receiving a **PENSION**, please provide one of the items below:  
*check stub OR letter from the pension board*
- If you're **HOMELESS**, please provide one of the below:  
*A letter from either a shelter, social service agency*

## Section 4

You're ready to turn in your application package!

### **Heartland Workforce Solutions**

5752 Ames Avenue  
Omaha, NE 68104

**Email: OmahaEligibility@NationalAble.org**

*\*For items with asterisk (\*) on page 1, please make sure to read the National Able Network application form for more information.*