Documents Checklist

Hello! Please use this checklist to gather documents for your enrollment.
Documents MUST be in a *digital format*, because they'll
need to be uploaded onto the Career Connect site.
(Accepted digital formats include .jpg, .png, .doc, .pdf)

Once you've gathered the documents in this checklist, you can move to
Step 2 in the enrollment process at www.NationalAble.org/enroll.

We'll need just ONE document from each box.

- [ ] **Copy of your valid Driver's License** OR **State ID**

- [ ] **Copy of your signed social security card** OR **social security print out**

- [ ] **Most recent version of your resume**

- [ ] **Proof of Address** (**CANNOT** be more than 30 days old)

  Approved documents include: valid driver's license or state ID with current address, printout/letter/registration card from government agency, housing authority certification, lease/mortgage/rent receipt, utility bill with your name and address.
  If you are homeless, please provide letter from DHS or your shelter.

- [ ] **Proof of Authorization to Work in the United States**

  Approved documents include: US birth certificate, valid signed 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 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 WITH AN ASSOCIATE'S DEGREE OR HIGHER**
  Proof of Education

  Approved documents include: Official/unofficial transcripts, copy of your diploma

www.NationalAble.org/enroll

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SELECT ALL THE CIRCUMSTANCES THAT YOU IDENTIFY WITH AND PROVIDE THE APPROPRIATE DOCUMENT(S)

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 2019 OR 1099
- If you are on **SNAP or TANF benefits,** please provide one of the below:
    printout (can be found at this link: https://ebt-link.illinois.gov/) or letter from the office
- If you are **SELF-EMPLOYED,** please provide:
    1099 OR self attestation statement of income
- 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, or CDHS

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