

INSTRUCTIONS FOR COMPLETING SELF-ATTESTATION FORM

Much of the documentation necessary to meet the multiple WIOA eligibility requirements is readily available through various agencies and other sources. In some cases, definitive documentation is required, e.g., eligibility to work and Selective Service registration for males.

U.S. Department of Labor Training and Employment Notice 9-06 allows for self-attestation to document those items that in some cases are not verifiable or may cause undue hardship for individuals to obtain. Self-attestation can be used only after all practical attempts to secure other documentation have failed. Self-attestation is allowable only as described in this desk reference.

To use self-attestation as documentation, the self-attestation form must be completed as follows:

If a job seeker states that he or she cannot provide evidence that no income was received during the past six months, and that he or she was unemployed for that period, complete the blank spaces following the words “I hereby certify, under penalty of perjury, that the following information is true.”

Example:

“I have received no income from any source during the past six months, I have been unemployed during that time, and have been supported by donations/contributions from relatives and friends.”

