

**WORKFORCE INVESTMENT ACT
APPLICANT STATEMENT OF FAMILY STATUS**

IDENTIFYING INFORMATION		
Applicant's Name:	<div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> Last First MI </div>	

SSN: _____ / _____ / _____

Application Date: _____ / _____ / _____

To be completed by WIA Applicant with Staff Assistance:

For use in completing this form, the following definition applies:

FAMILY is defined as one of the following:

- (a) A husband, wife, and dependent children.
- (b) A parent or legal guardian and dependent children.
- (c) A husband and wife.

Please provide information regarding the applicant's FAMILY as requested below (see instructions):

Address: _____

FAMILY MEMBERS NAME	RELATIONSHIP TO APPLICANT

Please complete the following information for FAMILY MEMBERS not currently residing in the applicant's residence (see instructions). [If applicable]

NAME	LOCATION	REASON

I attest to the best of my knowledge that the information above is true and correct.

(Signature of Applicant)

(Date)

CORROBORATING WITNESS - I attest to the best of my knowledge that the information above is true and correct.

Name	Signature
Street Address	City, State, Zip
Telephone Number	Relationship to Applicant

INSTRUCTIONS FOR COMPLETING APPLICANT STATEMENT OF FAMILY STATUS

In cases where the recommended sources of Family Status documentation are unavailable, or the attainment of such documentation would place an undue hardship on the applicant, then this form may be used.

The purpose of this form is to verify WIA Applicant's Family Status at time of application. This entails documenting the size and makeup of the Applicant's FAMILY. This form is only necessary when eligibility is based on FAMILY INCOME for the past 26 weeks.

The Applicant Statement of Family Status should be completed by the applicant with the assistance of WIA intake staff to ensure it is completed correctly. The Applicant will then take the form to have it signed by a witness who can corroborate the given information.

Staff must use the definition of FAMILY as described in the WIA Eligibility Policy and Procedures Technical Assistance Guide (TAG) to complete this form.

FAMILY MEMBERS NAME/RELATIONSHIP TO APPLICANT

- List the names of all FAMILY MEMBERS living in the applicant's residence.
- Indicate the relationship of each FAMILY MEMBER to the Applicant.

NAME/LOCATION/REASON

- List the names of any FAMILY MEMBERS not currently residing in the Applicant's residence.
- This should include any FAMILY MEMBER who, in accordance with the WIA Eligibility TAG, definition of FAMILY (note 5) is not currently living in the residence but would be considered a part of the Applicant's family. These absences may be due to temporary and voluntary residence elsewhere (e.g. attending school or college, or visiting relatives). It would not include involuntary temporary residence elsewhere (e.g. incarceration, or placement as a result of a court order). Members of the Armed Forces on extended Temporary assignment elsewhere are considered to be assigned involuntarily, and would not be considered as part of the applicant's FAMILY.
- Indicate the location of the absent family member.
- Indicate the reason for the absence. Include whether the absence is voluntary or involuntary, and if it is temporary or permanent.

The Applicant must sign the form.

A corroborating witness must sign the form attesting to the accuracy of the given information. The corroborating witness may live in or out of the residence, and may or may not be related to the applicant. The witness must have verifiable knowledge of the applicant's FAMILY STATUS.