



Welcome to an America's Job Center of California (AJCC)! The following lists will guide you through the eligibility process. If you have any questions regarding the following, please contact an AJCC intake specialist.

### **STEPS TO TAKE prior to Eligibility Appointment**

- Register in CalJOBS (Print out CalJOBS Resume)
- Complete a AJCC Membership Application form
- Attend an Orientation / Introduction to Services at your local AJCC
- Gather required documentation. See the checklist below

### **DOCUMENTS to Bring for Eligibility Appointment**

#### **1. Right to Work Documentation** (Please bring at least one of the list below)

- Valid State or Federal ID
- Birth Certificate
- Passport
- DD214 (if place of birth is listed)\*
- Alien Registration Card
- Immigration/Naturalization Paper
- I-9 Documentation

\*All veterans must bring their DD214

#### **2. Selective Service** (only required for males born after 12/31/1959, subject to selective service verification via website: [www.sss.gov](http://www.sss.gov))

- Selective Service acknowledgement letter  
**OR**
- DD214 "Report of Separation"

#### **3. Income Eligibility**

- Public assistance/social services records  
**OR**
- Check stubs from the last 6 months, and
- Proof of family size (Examples: Birth certificate, social security card, lease, tax returns, medical cards, decree of court)
- Current income for all family members living in place of residence (Examples: 6 months of paystubs, bank statements of all working family members)

#### **4. Layoff or Termination (If Applicable)**

- Unemployment Insurance (UI) history (Examples: UI Claim Letter, UI Award Letter, RESA, PJSA or IAW Appointment Letter)
- Lay-off or closure letter from employer

*\*\*All documentation must be provided before an application can be completed. The intake specialist may require additional information if the above is not sufficient.*