**Form Rev. 09/30/2016**



## IMPORTANT INFORMATION REGARDING OIC’S ELIGIBILITY OF SERVICE PROCESS

Thank you for your interest in OIC of New London County. We would like to take this opportunity to inform you of our process and procedure for determining eligibility of service. Please note the steps below:

**STEP #1:**

Information and Application Sessions are held **every Thursday beginning at 9:30am and an afternoon session at 2:30pm**. During this time, our Intake Specialist will be able to provide you with pertinent information regarding our eligibility and suitability process, answer any questions that you may have, and assist you with completing the application.

**STEP #2:**

Once you have completed the application, you will need to take the Test of Adult Basic Education (TABE Test). The TABE Test occurs **every Tuesday beginning at 9:30 am SHARP!** The testing session will last a few hours so please plan accordingly. There is no childcare provided, so please make childcare arrangements. Children will not be permitted in these sessions.

**STEP#3:**

Please bring your documents to the testing session. You will be contacted by the Intake Department about any additional documents required. Pertinent Data must be collected to determine suitability and eligibility for the programs. Since OIC is a private, non-profit organization whose services are grant funded you will need to **submit the following documentation on the day of your interview**:

Proof of Citizenship

Proof of Address

Proof of Income

Social Security Card

Photo Identification

High School Diploma or GED or Transcripts

Resume, if applicable

Criminal Background Check will be obtained by OIC staff

**STEP #4:**

After the intake process is complete, your information will be reviewed by our program staff. Once you are qualified for an OIC program or service, you will receive an ORIENTATION letter. Orientation is held monthly; this will begin your training program.

**All SNAP recipients** will receive **free** training and materials which is covered by the CT Department of Social Services, and any persons **not** receiving SNAP will have their training costs covered by one of OIC’s other funding sources provided proof of low income status is determined. Any questions regarding fees may be directed to OIC’s administrative offices.

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# REQUIRED DOCUMENTS CHECKLIST

In order for your application to be processed you must provide 1 copy of a document for each category. Please note that some documents may satisfy more than one category.

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| **Proof of Citizenship Status** |
| 1. U.S. Birth Certificate **OR** |
| 2. Current U.S. Passport **OR** |
| 3. Alien Registration Card **OR** |
| 4. Certificate of Naturalization **OR** |
| 5. Employment Registration Card **OR** |
| 6. I-94, I-551, I-688B, I-766 |

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| **Proof of Address** |
| 1. Official Mail: Government Postmarked Documents **OR** |
| 2. Utility Bill With Last Name & Address **OR** |
| 3. Current Lease |

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| **Proof of Social Security Number** |
| 1. Social Security Card |

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| **Proof of Income** |
| 1. Current EBT Card **OR** |
| 2. Official Letter From Social Services (must include applicant’s name, Benefit#, and Date) **OR** |
| 3. Benefit Budget Letter **OR** |
| 4. Two Consecutive Paystubs within the Last Six Months **OR** |
| 5. W-2 Form and one current paystub **OR** |
| 6. Dated Pension Award Letter **OR** |
| 7. Dated SSI/SSDI Award Letter **OR** |
| 8. Unemployment Benefit Document **OR** |
| 9. Letter of Support **OR** |
| 10. If self-employed, Schedule C showing loss or profit or other appropriate schedules |

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| **Proof of Employment History** |
| 1. Resume, if applicable |

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| **Proof of Disability** |
| 1. Official document certifying disability status from a physician, school, social service agency, or other authorized entity. |

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| **Photo Identification** |
| 1. Driver’s License **OR** |
| 2. Non-Driver’s License **OR** |
| 3. Current U.S. Passport **OR** |
| 4. Alien Registration Card |

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| **Proof of Educational Status** |
| 1. High School Diploma **OR** |
| 2. General Equivalency Diploma (GED) **OR** |
| 3. Official School Transcripts  |

***Please note that a criminal background check will be obtained by OIC staff.***