

Notice

New Federal Rule Means Some Job Seekers Must Prove Citizenship or Their Legal Ability to Work in the U.S.

A new federal directive now requires that anyone who seeks workforce services from IowaWORKS (and those who have not received unemployment benefits in the last 12 months) must first prove their eligibility for services.

This means that job seekers who have not received unemployment benefits in the last 12 months and who are seeking individualized assistance must prove either their American citizenship or that they have the correct immigration status to enter employment. If this rule applies to you, IowaWORKS recommends bringing these documents with you to the American Job Center or uploading them into your IowaWORKS.gov account prior to seeking assistance.

To prove your eligibility, you may provide one document from List A or one document from List C:

LIST A Documents that Establish Both Identity and Employment Authorization	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	7. Employment authorization document issued by the Department of Homeland Security
	For examples, see Section 7 and Section 13 of the M-274 onuscis.gov/i-9-central .
	The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.

Directions for uploading work authorization documentation are on the back of this notice.

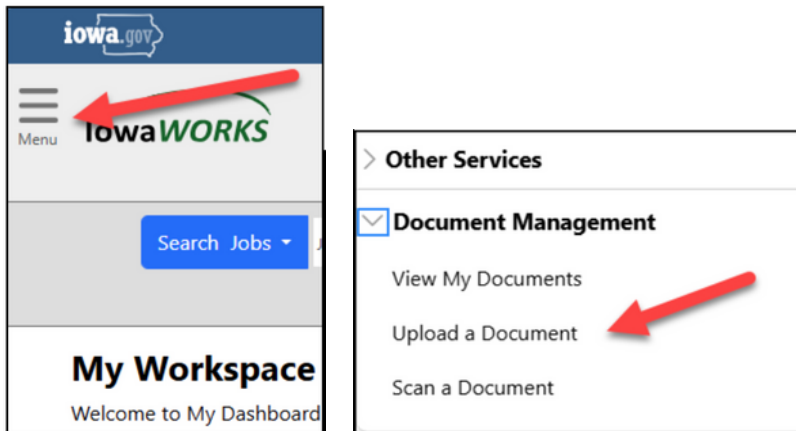
How To Upload a Work Authorization Verification Document

****You must be registered in the IowaWORKS.gov system to upload documents.****

(To register, go to www.iowaworks.gov, click on the “Sign In/Register” dropdown, select “Individual” and follow the prompts.)

To upload verification documents, follow the directions below.

- Login to IowaWORKS.gov
- Click Menu button in the top left-hand corner and select “Upload a Document” in the Document Management Menu



- Select the correct Document Description from the drop down menu and then enter “Work Authorization” in the Document Tag box



- Attach Document by dragging image of work authorization document or selecting Browse Files to find image
- Click Save

