



## Advisor Appointment Information

East Valley AJCC

High Desert AJCC

West Valley AJCC

Customer Name:		
Advisor name:		
Advisor phone number:		Advisor email address:
Appointment date/time:		
***You MUST provide the following documents at the appointment listed above***		
<b>Resume (Choose one):</b> Electronic copy emailed to your advisor Saved/uploaded in CalJOBS Hard copy brought to the appointment		
Proof of Veteran status – DD214 (if applicable)		
<b>Priority of service documentation</b> <ul style="list-style-type: none"> <li>Public Assistance</li> <li>Basic Skills Deficient</li> <li>Low Income</li> </ul>	<b>Verification needed:</b> <div style="display: flex; justify-content: space-between;"> <div>           Authorization to received cash public assistance or CalFresh (Notice of Action, GEN 2000/Passport to Services)            Electronic Benefit Transfer (EBT) card and recent transaction receipt            Public assistance records            Refugee Assistance records            School records – a referral or records from a Title II Basic Education program or English Language Learner program            Results of academic assessment            Alimony agreement            Award letter from veteran's administration         </div> <div>           Bank statements            Compensation award letter            Court award letter            Pension statement            Employer statement/consent            Family or business financial records            Housing authority verification            Paystubs            Quarterly estimated tax for the self-employed            Social security benefits            Unemployment Insurance documents         </div> </div>	
<b>Dislocated Worker documentation</b>	<b>Verification needed:</b> <div style="display: flex; justify-content: space-between;"> <div>           Layoff letter from employer or union            Unemployment Insurance Records (Notice of UI Award or Web-cert printout)            Copy of media article/announcement of closure/mass lay off            IAW Appointment Notice (DE 1106Z)            PJSA Appointment notice (DE 8406)            RESEA Appointment notice (DE 8530)            Bankruptcy document            Notice of foreclosure or a similar document provided by a financial institution            Copy of completed Federal income tax return (Schedule SE) for the most recent tax year         </div> <div>           Copy of articles of incorporation for the business listing the applicant as principal            Bankruptcy documents listing both the name of the business and applicant's name            Business license            Bank records            Spouse's layoff notice            Spouse's death record            Court records            Divorce papers            Copy of spouse's military orders         </div> </div>	
Other:		