

RDP ELIGIBILITY CRITERIA AND VERIFICATION DOCUMENTATION

PROGRAM ELIGIBILITY

When RDP projects are developed, they are directed toward a particular target group, and as a result, a participant will have to meet specific eligibility criteria to qualify them as a member of the target group to be served by the project.

ELIGIBILITY CRITERIA

These broad “catch all” eligibility criteria can be applied RDP projects:

1. Resident of the State of Hawaii
2. Youth/Young Adult 14-21
3. Needs literacy skills
4. Community Organization/ Member
5. Social Service Agency
6. Government Agency/Department
7. Business/ Business Owner—*Includes anyone operating a small, medium or large business.*
8. Entrepreneur—*Includes people wanting to start a business or current business owners identifying themselves as “entrepreneurs.”*
9. Seeking employment training, skills and/or education—*This is a very broad category for anyone interested in training, skills or education, which includes those unemployed, underemployed, dislocated worker, incumbent worker, workers wanting advanced skills or to upgrade skills, anyone interested in a college, vocational or certificate program, and/or firefighters; employed nurses, etc.*
10. College students—*Includes community college and university students in all degree and certificate areas.*

To support consistency across the state, the eligibility criteria can be broadened for programs, while the **specific program services** and/or **program agreements** with service providers would be tailored to the target group entering the training.

For example, the current target group for one RJTI program is:

- Maui county and other Hawaii residents seeking career development through training and education.
- Unemployed students attending Maui Community College
- Underemployed or unemployed and underskilled workers in rural Maui

Using the broad categories **above**, the target group could be captured as:

- Resident of the State of Hawaii
- Participants seeking employment training, skills and/or education
- College students

EXAMPLES OF DOCUMENTATION VERIFYING ELIGIBILITY

ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
Residency	<ul style="list-style-type: none"> • Driver's license or DMV identification • State-issued identification • Utility bills with participant's name
Age	<ul style="list-style-type: none"> • Birth certificate or hospital record of birth • Driver's license or DMV identification • Baptismal certificate • Voter registration card • Alien registration card • Food stamp records or medical coupons • School enrollment forms • Naturalization certificate • U.S. passport
Employment Underemployment Incumbent Worker	<ul style="list-style-type: none"> • Employer or trade organization statement verifying participant position and pay
Participant interested in: <ul style="list-style-type: none"> • Specific training, e.g., carpentry or culinary arts • Technical info and support • Obtaining a better job/pay • Improve work skills • Obtain additional work skills 	<ul style="list-style-type: none"> • Self-certification by signing RDP Intake Form
Welfare recipient TANF Participant Social Services Recipient	<ul style="list-style-type: none"> • State documentation to support status
Education	<ul style="list-style-type: none"> • High school diploma or equivalent • Degree or college transcripts • Documentation to show enrollment in college or area of study
Single Parent Receiving Benefits	<ul style="list-style-type: none"> • Benefit award letter or statement with benefits received • Documentation of marital and parental status
Financial Aid Recipient	<ul style="list-style-type: none"> • Financial award or receipt of funds
Income	<ul style="list-style-type: none"> • Wage stubs, employer statement
Farmer Hawaiian Homestead Lessee	<ul style="list-style-type: none"> • Documents or ownership of agricultural property • Business ownership statements • DHHL award letter
Entrepreneur	<ul style="list-style-type: none"> • Documentation of business ownership
College student or participant enrolled in a course of study or educational program	<ul style="list-style-type: none"> • Class roster • Program statement supporting enrollment or participation

When documentary evidence is not available or cannot be provided, verification can be provided through collateral contacts that confirm a participant's eligibility or through participant self-certification of eligibility or through participant self-certification of eligibility criteria on the RDP Intake Form.