



GUIDING MARION COUNTY'S WORKFORCE

POLICY OF EMPLOYINDY

Policy Name	Proof of Residence
Policy Number	2015-022
Program Funding Stream	All funding stream or programs requiring residency as an eligibility requirement

REV	Description of Change	Author	Effective Date	Review Date
	Revised and reissued; replaces policy number 2010-OP-003, Residency	W. Miller	Upon Approval	12/31/2016
1	Change policy name from Residency	S. Johnson	Upon Approval	12/31/2017
	Extend Review Date	P. Dunning	5/15/2018	5/15/2019

1. Purpose

To establish policy that identifies acceptable documentation for proof of a residence when having a residence is a requirement of a workforce program.

2. Scope

This policy provides clarification on how residency will be established for programs where residency is a requirement.

3. Summary of the Law

Indiana Code § 9-24-13-4 requires an individual holding a license or permit who changes his/her address to make an application for a duplicate driver's license or permit containing the correct information within thirty (30) days of the change.

4. Responsibilities

Appropriate EmployIndy Directors and Managers and EmployIndy Contracted Service Providers are responsible for the implementation of this policy.

WorkOne Service Providers are responsible for insuring that their staff are aware of this policy and must insure that the guidance in the policy is followed.

5. Policy Statement

When residency is an eligibility requirement for workforce programs, the applicant must provide one document as proof of residency prior to the enrollment in the program.

Individuals must present a computer-generated document to prove his or her residency. Post office boxes may not be used as an address of residence. Allowable documents are as follows:

- **Valid Indiana Driver's License**
- **Valid Indiana Identification Card**
- **Passport**
- **Computer-generated bill** from a utility company, credit card company, doctor, or hospital, issued within 60 days of the enrollment date and containing his or her name and address of residence.
- **Bank statement** or bank transaction receipt dated within 60 days of the enrollment date and containing his or her name and address of residence.
- **Pre-printed pay stub** dated within 60 days of the enrollment date and containing his or her name and address of residence.
- **Medicaid or Medicare benefit statement** dated within 60 days of the enrollment date and containing his or her name and address of residence.
- **W-2 form, property or excise tax bill, or Social Security Administration or other pension or retirement annual benefits summary statement** showing his or her name and address of residence. The form, bill, or statement must be dated within the current or immediately prior year.
- **Current valid homeowner's, renter's or motor vehicle insurance policy** showing his or her name and address of residence. Policy must be dated within one year of the enrollment date.
- **Current motor vehicle loan payment book** for a motor vehicle registration in his or her name, and showing his or her name and address of residence.
- **Residential mortgage or similar loan contract, lease, or rental contract** showing his or her name, address of residence, and signatures from all parties needed to execute the agreement. The agreement must be dated within 12 months of the date of enrollment.
- **Child support check stub** issued by the Indiana Family and Social Services Administration showing his or her name and address of residence. Check stub must be dated within 60 days of the enrollment date.
- **First-class mail** from federal or state court or agency showing his or her name and address of residence. Mail must be dated within 60 days of the enrollment date.
- **Indiana voter registration card**
- **Change-of-address confirmation** from the United States Postal Service showing his or her prior and current address (Form CNL107).
- **Survey of your Indiana property** issued by a licensed surveyor and showing his or her name and address of residence.

If a document cannot be provided proving an individual's residency, the individual may submit a Residency Affidavit if the individual meets one or more of the following qualifications:

- Proof of residency is attested to by a person living with the individual applying for enrollment. The individual attesting has submitted their valid Indiana driver's license or identification card and one of the documents listed above as proof of residency.
- The individual is homeless and without a residence address. The Residency Affidavit must be signed by a legal representative of the government entity or not-for-profit organization

where the individual receives services and can receive mail. The individual must also provide a letter from the government entity or not-for-profit organization on its letterhead showing its name, address, and telephone number, and showing the legal representative's name, signature and signature date. The legal representative must state in the letter that the entity or organization provides services to the applicant and will accept delivery of mail for the applicant.

- The individual resides in a mobile vehicle, including but not limited to a mobile home or motor home. A Residency Affidavit must be signed at the service provider Office by another resident who attests that the individual applying for enrollment may use his or her address of residence for record purposes. The person signing the affidavit must submit one document proving their residency.
- The individual is a resident only to attend a post-secondary school. The Residency Affidavit must be signed at the service provider office and a valid school identification card has been presented.
- The resident is a temporary resident due to disaster. The individual must sign an affidavit that explains the nature of the disaster and the effect the disaster has had on their residency or their inability to provide proper documentation of residency.
- The individual is currently in a branch of the armed services or is a military dependent. The individual or military dependent must show their military identification.

In cases where the county residency is a requirement and documentation only shows a city, the service provider staff shall verify that the city of residence is located within the eligible county.

The burden of proof for any disputed cases is on the applicant.

6. Exceptions

None

7. Definitions

Residency: The geographic location where an individual has lived for a minimum of the last 30 days.

Computer-Generated Bill: A copy of an official company issued bill or a print of an electronic bill.

8. Related Policies and Documents

[EmployIndy WIOA Adult Priority of Service Policy](#)