

## Sacramento Enterprise Zone/LAMBRA Documentation List

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Note: Applications are not accepted for employees hired prior to July 1, 2000.  
Applicant statements are not accepted as stand alone documentation.

Immediately preceding (see definition below) commencement of employment, the Applicant was:

1.) Eligible for or participating in CalWORKs, WIA, or WOTC. Provide one of the following documents:

- A document issued by the local CalWORKs administrator stating that the employee was eligible for CalWORKs.
- A document issued by the local WIA case manager or administrator stating that the employee is enrolled in, or eligible for, WIA Intensive Services or Core B.
- A document issued by the Work Opportunity Tax Credit or successor program's "designated local agency" (as defined in Internal Revenue Code Section 51(d)(15)) stating that the employee was a member of a targeted group, as defined in Internal Revenue Code Section 51(d), or its successor.

2.) Economically Disadvantaged (see definition below). Provide both:

A.) Any document issued by the federal government or any state or local government that shows the employee's age or date of birth, and indicates that the employee is at least 14 years of age; and

B.) Documentation that shows the employee was an economically disadvantaged individual or economically disadvantaged youth.

3.) Dislocated worker who has been terminated or laid off or who has received a notice of termination or layoff from employment, is eligible for or has exhausted entitlement to unemployment insurance benefits, and is unlikely to return to his or her previous industry or occupation. Provide at least one item from each of subdivisions (A), (B) and (C) below:

A.) To document that an employee has been terminated, laid off, or received a notice of termination or layoff:

- Copy of a termination notice or other company documentation of employee's termination or layoff.

- Employer or union representative letter identifying the employee's termination date.
- Photocopy of printed media article or announcement, including the name and date of the publication, describing the layoff, along with a copy of the employee's last payroll check prior to hire by the Applicant.
- Separation or Termination Report, or equivalent, signed by the employee's former employer.
- Document showing that the employee is eligible for or has exhausted entitlement to unemployment insurance benefits as specified in subdivision (3)(B) below.

B.) To document that the employee is eligible for or has exhausted entitlement to unemployment insurance benefits:

- Unemployment insurance records; or
- Statement by an Unemployment Insurance representative.

C.) To demonstrate that the employee is unlikely to return to his or her previous industry or occupation:

- Screen print of California Employment Development Department Labor Market Information Division screens that indicates limited opportunities for employment in the same or similar occupation such that the employee is unlikely to return to that occupation.
- Doctor's statement indicating employee's inability to return to previous industry/occupation due to physical limitations.
- Vocational rehabilitation counselor's statement indicating the employee's inability to return to previous industry/occupation due to physical limitations.
- Other third-party documentation that demonstrates the unavailability of similar employment in the employee's previous industry or profession.

4.) Dislocated worker due to plant, facility, or enterprise closure. Provide at least one item from each of subdivisions (A) and (B) below:

A.) To document that there has been a permanent plant, facility, or enterprise closure or substantial lay off:

- Bankruptcy documents, if declared under Chapter 7, Title 11 U.S.C., Notice of Foreclosure or a similar document provided by a financial institution when such document clearly shows that a closure or mass layoff will occur as a result of its issuance.
- Copy of a printed media article/announcement, including the name and date of the publication, describing the closure/mass layoff.

- Statement from the employer or the union representative.
- Statement from the employer's bank official, attorney, supplier, or accountant.
- WARN (Worker Adjustment and Retraining Notification Act) notice.

B.) To document that an employee has been terminated, laid off, or received a notice of termination or layoff:

- Copy of a notice of termination or layoff or other company documentation of employee's termination.
- Employer or union representative letter identifying the employee's termination date.
- Separation or Termination Report, or equivalent, signed by the employee's former employer.
- Evidence that the employee is or was employed by the plant, facility, or enterprise identified in subdivision (4)(A).
- WARN notice (if not provided for subdivision (4)(A)).

5.) Long-term unemployed and has limited opportunities for employment or reemployment in the same or a similar occupation in the area in which the individual resides. Provide at least one item from each of subdivisions (A) and (B) below:

A.) To document that the employee is long-term unemployed, one of the following dated at least 15 weeks prior to commencement of employment with the Applicant:

- Proof of receipt of unemployment benefits for at least 15 weeks prior to commencement of employment or proof that unemployment benefits were exhausted.
- Unemployment insurance verification (benefits records).
- Unemployment insurance award letter with claim history.
- Workers Investment Act Displaced Worker Unit Verification.
- Statement by an Unemployment Insurance representative.
- Documentation that qualifies the employee as a dislocated worker under subdivision (3) or as a dislocated worker due to plant, facility, or enterprise closure under subdivision (4) showing long-term unemployment for at least 15 weeks prior to commencement of employment.

B.) To document that the employee has limited opportunities for employment or reemployment in the same or a similar occupation:

- Screen print of California Employment Development Department Labor Market Information Division screens that indicates limited

opportunities for employment or reemployment in the same or similar occupation.

- Doctor's statement indicating employee's inability to return to previous industry/occupation due to physical limitations.
- Vocational rehabilitation counselor's statement indicating the employee's inability to return to previous industry/occupation due to physical limitations.
- Other third-party documentation that demonstrates the unavailability of similar employment in the employee's previous industry or profession.

6.) Dislocated former self-employed. Provide at least two of the following:

- Bankruptcy documents listing both the name of the business and the employee's name.
- A business license or permit listing the employee's name.
- Copy of articles of incorporation or documentation of dissolution for the business listing the employee as an owner.
- Prior year's income tax return.
- Other document sufficient to demonstrate that the employee previously was self-employed and was unemployed prior to the commencement of employment due to economic conditions in the community or due to natural disaster.

7.) Dislocated civilian employee of the Department of Defense employed at a military installation being closed or realigned under the Defense Base Closure and Realignment Act of 1990. Provide:

- A.) A copy of the employee's termination notice; and
- B.) Either a copy of a media article or announcement describing the layoff or closure, or an employer or union representative letter describing the layoff or closure.

8.) Dislocated worker who was an active member of the armed forces or National Guard as of September 30, 1990, and was involuntarily separated or separated pursuant to a special benefits program. Provide one of the following documents:

- Report of separation or discharge from the armed services or the National Guard.
- Veterans Administration documentation.
- Verification by State Veterans Agency.

9.) Dislocated worker due to seasonal unemployment. Provide one of the following documents:

- Documentation of employee's migrant employment in a seasonal occupation.
- Employer or union representative letter describing seasonal layoff in employee's seasonal occupation.
- Copies of termination notices identifying employer and employee.
- Copies of employee's pay stubs identifying seasonal employer.

10.) Dislocated worker due to Clean Air Act compliance. Provide:

- A.) A copy of the employee's termination notice; and
- B.) Either a photocopy of a media article or announcement describing the reason for the layoff, or an employer or union representative letter stating that compliance with the Clean Air Act was the reason for the layoff.

11.) Disabled individual. Provide one of the following required by either (A) or (B):

A.) Disabled and is eligible for, enrolled in, or has completed a state rehabilitation plan.

- Physician's statement.
- Rehabilitation plan.
- Vocational rehabilitation letter.
- Verification by state or federal rehabilitation counselor.
- Letter from a state drug or alcohol rehabilitation agency.
- Medical records.
- Social Security Administration disability records.
- Social Service records/referral.

B.) Service-connected disabled veteran.

- DD-214 Defense Department Report of Separation.
- Veterans Administration documentation.
- Verification by State Veterans Agency.

12.) Vietnam era veteran or a veteran recently separated from military service. Provide one of the following documents:

- Report of separation or discharge from the armed services or the National Guard.
- Veterans Administration documentation.
- Verification by State Veterans Agency.

For purposes of this subdivision, "recently separated" means within 48 months preceding commencement of employment with the qualified taxpayer; and the

term "Vietnam era veteran" means a veteran any part of whose active military service occurred between August 5, 1964, and May 7, 1975.

13.) Ex-offender (see definition below). Provide one of the following documents:

- Court documents.
- Letter of parole.
- Letter from probation officer.
- Police records.
- A copy of a background check report or independent court records report showing the employee as an ex-offender, signed by a background checking business or independent court records business, licensed and/or certified if required by California or federal law.
- Other government document verifying ex-offender status, such as a letter from the Board of Prison Terms, or a letter from the Governor's Office.

14.) Recipient of or eligible for public assistance. Provide one of the following documents:

- Public assistance award letter.
- Benefit printout.
- Current food stamp identification card or award letter.
- Social Security Insurance award letter or check stub.
- Refugee Cash Assistance.
- Verification by Department of Social Services.
- Written statement from county welfare office or telephone verification by zone manager.
- Public assistance records/printout.

15.) Native American, Native Samoan, Native Hawaiian, or member of another group of Native American descent. Provide one of the following documents:

- Native American tribal record document.
- Certified Degree of Indian Blood (CDIB) card, issued by the Bureau of Indian Affairs.
- Documentation that the employee is a Native Samoan, Native Hawaiian, or a member of another group of Native American descent.

16.) Resident of a targeted employment area ("TEA"), as defined in Section 7072 of the Government Code. Provide:

- A.) A copy of the officially listed TEA address range; and
- B.) One of the following documents:

- Form I-9, U.S. Department of Justice, Immigration and Naturalization Service.
- Driver's license or State Identification Card.
- Landlord statement.
- Lease or rental agreement.
- Utility bill.

## Definitions

Economically Disadvantaged: An individual who is at least 14 years of age, and resides in a household with a total family income not exceeding the very low income category adjusted for family size and location, as set forth in the latest edition of the Income Limits published periodically by the Housing and Community Development Department pursuant to CCR Title 25, Section 6932, or in the latest edition of the *Section 8 Income Limits published periodically by the U.S. Department of Housing and Urban Development*.

Ex-offender: An individual who has been convicted of a felony or a misdemeanor offense punishable by incarceration, or a person charged with a felony offense or a misdemeanor offense punishable by incarceration but placed on probation by a state court without a finding of guilt. "Ex-offender" does not include an individual whose record has been expunged.

Family: Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: (i) A husband, wife, and dependent children; (ii) A parent or guardian and dependent children; (iii) A husband and wife. The employee's income shall be verified by the providers of the income or by third party entities.

Household: One or more persons who occupy a single dwelling unit.

Immediately preceding: Within the previous 90 days.

Long-term unemployed: Current and continuous unemployment lasting for 15 weeks or more.

Veteran: An individual who served in the active military, naval, or air service of the United States.

Authority cited: Section 7086, Government Code; and Sections 17053.74(c)(1) and 23622.7(c)(1), Revenue and Taxation Code. Reference: Sections 7076 and 7086, Government Code; and Sections 17053.74(c)(1) and 23622.7(c)(1), Revenue and Taxation Code. Reference: CCR Title 25. Division 1. Chapter 7 Subchapter 21. Article 14.