

## ADULT BASIC EDUCATION CHECKLIST FOR THE GED PREPARATION PROGRAM

As a candidate for the ABE/WIA GED Preparation program, you will need to make an appointment with your local Workforce Investment Act (WIA) Case Manager located in your County.

Your WIA Case Manager will need for you to bring the following paperwork to your appointment:

**PLEASE CHECK TO MAKE SURE YOU HAVE ALL OF THE NECESSARY DOCUMENTATION**

\_\_\_\_\_ Referral Letter from the Adult Basic Education Office

\_\_\_\_\_ Completed Application, Signed & Dated

\_\_\_\_\_ Documentation for Date of Birth (Ex: Birth Certificate or Driver's License)

\_\_\_\_\_ Documentation for SSN (Ex: Social Security Card)

\_\_\_\_\_ Household Income Verification (Example: Paycheck stubs showing most recent 4 weeks of work, statement from employer, IRS form, etc.)

or

\_\_\_\_\_ Verification of Food Stamp Case/TANF eligibility within last 6 months

or

\_\_\_\_\_ If not employed or NOT receiving food stamps/TANF, then documentation showing other government assistance (Unemployment, SSDI, Child Support, etc)

\_\_\_\_\_ If you are 17 YEARS OLD, you will need a copy of the letter from your school system releasing you to attend GED classes with Adult Basic Education.

\_\_\_\_\_ If you are 18-21 years old, you must register with Job Service at the Career Center location in your county. Contact information is listed below.

During your meeting with your WIA Case Manager, you will go over additional paperwork and discuss your goals for the future. Please make sure you are **ON TIME** and **BRING ALL OF THE REQUIRED PAPERWORK** to your meeting.

Congratulations on making that next step towards getting your General Equivalency Diploma! We look forward to serving you.

**Contact the local WIA Case Manager for your county:**

<b>Alamo – Crockett County</b> 334 South Bells Street Alamo, TN 38001 (731) 696-2530	<b>Humboldt – Gibson County</b> 1481 Mullins Street Humboldt, TN 38343 (731) 784-3552	<b>Tiptonville – Lake County</b> 217 Church Street, Ste B Tiptonville, TN 38079 (731) 253-8171
<b>Ripley – Lauderdale County</b> 301-C Lake Drive Ripley, TN 38063 (731) 635-3479	<b>Union City – Obion County</b> 126 East Main Street Union City, TN 38261 (731) 884-2621	<b>Covington – Tipton County</b> 973 Hwy 51 N, Ste 16 Covington, TN 38019 (901) 475-2529
<b>Dyersburg – Dyer County</b> <b>Comprehensive Career Center</b> 439 McGaughey Street Dyersburg, TN 38024 (731) 286-8300		