

OAHU WORKFORCE DEVELOPMENT BOARD  
**CITY AND COUNTY OF HONOLULU**

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**OAHU WORKFORCE DEVELOPMENT BOARD  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
POLICY #35-25**

**SUBJECT:** Work Authorization Verification

**PURPOSE:**

The purpose of this policy is to provide direction regarding work authorization verification for grant programs administered in the County of Honolulu.

**POLICY:**

All participant-level services provided under ETA-administered programs will require work authorization verification before service delivery to ensure resources support only those legally allowed to work. All verification documents must be uploaded to the participant's file. Additionally, all currently active participants who do not have documents in their file will need to be notified to provide documents as soon as possible.

Staff must verify work authorization for individuals who otherwise meet participant eligibility requirements before delivering participant-level services. Work authorization must be verified by submission of documentation with a unique identifier or "verifiable enumerator"

**Some examples of acceptable documents for Employment Eligibility Verification (Form 1-9) include:**

- An unrestricted Social Security card
- Form 1-551 - Permanent Resident Card (informally called "green card")
- Form 1-765 - Employment Authorization Document
- U.S. birth certificate
- U.S. Passport

The 1-9 form may be provided since the "Lists of Acceptable Documents" on the form lists the acceptable type of documents the individuals may use to demonstrate work authorization.

The individual is not required to complete the 1-9 form.

If an individual certifies that they are a non-citizen or if an individual's documentation indicate

that they are a non-citizen, valid work authorization and immigration status can be verified through the U.S. Citizenship and Immigration Services' Systematic Alien Verification for Entitlements (SAVE). SAVE is an online service for registered, federal, state, territorial, tribal and local government agencies to verify U.S. citizenship and immigration status of applicants seeking benefits.

The above requirements reference verifying work authorization prior to delivering participant-level services, in the event an existing participant does not provide work authorization.

## **ACTION:**

This policy is effective immediately and remains in effect until such time that amendments to this policy are made or a new policy is issued.

## **REFERENCES:**

- JOINT WIOA BULLETIN NO. 04-25
- TEGL 10-23 Change 2

## **INQUIRIES:**

For inquiries regarding this policy, please get in touch with Harrison Kuranishi, Executive Director of the Oahu Workforce Development Board, at 808-768-7790 or [h.kuranishi@honolulu.gov](mailto:h.kuranishi@honolulu.gov).



**Harrison Kuranishi**  
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