

Attachment 2

COVID-19 Disaster Recovery Dislocated Worker Grant (DWG) Program **EMPLOYEE CHECKLIST ***

1. Legal Name:

2. Residence Address:

3. Mailing Address (if different):

4. Phone Number:

5. Email Address:

6. Checklist of Identifying Documents

- Birth Certificate
- Social Security Card
- Driver's License, ID, or Passport
- Selective Service Registration (males check your status at: sss.gov)
- Documentation for Hawaii Principal Residence Address

7. Checklist of Pre-qualifying Documents (please provide at least 1 from the list):

- Verification of Pandemic Unemployment Assistance (PUA)
- Verification of Unemployment Insurance (UI)
- Letter of Separation from Employer, with the reason being the COVID-19 Pandemic
- Self-Employed Attestation

8. You should have a HireNet Hawaii account from when you applied for UI or PUA, if you don't have one, then please create an account and upload your resume (hirenethawaii.com)

9. Any questions, please call: _____

10. Bring your original documents (copies are not acceptable) to your scheduled appointment at the American Job Center Hawaii.

*please note that qualifying for this program does not guarantee employment