

**Los Angeles County Metropolitan Transportation Authority
Acceptable Documentation of Disadvantaged Factors**

Disadvantaged Worker Categories	Form of Documented Proof
Homeless	
An individual who lacks a fixed, regular, adequate nighttime residence.	1 Letter from shelter or temporary living space
	2 Shelter voucher
	3 Release/check out paperwork from shelter
	4 Alternative (other documents certifying the disadvantaged category, subject to Metro's approval)
Custodial or Single Parent	
Single head of household who has the primary responsibility for one or more children (51% or more custody/parental rights).	1 DPSS Notice of Action
	2 DPSS Certification
	3 Income Tax Return (to show qualifying child lived with the individual for 6 months or more)
	4 Alternative (other documents certifying the disadvantaged category, subject to Metro's approval)
Receiving Public Assistance	
An individual receiving public assistance (including food stamps).	1 Public Agencies Certification form
	2 Copy of Welfare Card/EBT Card
	3 Check Stub from Public Assistance Agency
	4 Letter from Public Assistance Agency
	5 Statement of remaining benefits from Agency
	6 Paperwork from Agency showing benefits received
	7 CalWorks or medical forms
	8 Food Stamp letter (SNAP, CalFresh)
Lacking a GED or High School Diploma	
An individual who have attended/or not, but did not complete high school.	1 Self-Certification
	2 Alternative (other documents certifying the disadvantaged category, subject to Metro's approval)
Criminal Record or Involvement with the Criminal Justice System (Misdemeanor or felony convictions only)	
An individual that have a record of arrest and convicted of a crime (misdemeanors and felonies only)	1 Release Record
	2 Probation Department Documentation
	3 Document from court, correction facility, police department (evidencing conviction)
	4 Certificate of Rehabilitation
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Unemployment / Chronic Unemployment		
<p>1.) Unemployment – in accordance with the Bureau of Labor Statistics definition, a situation in which a person does not have a job and has actively looked for work in the prior 4 weeks.</p> <p>2.) Chronic Unemployment – means unemployment lasting 27 weeks of longer.</p>	1	UIB Printout
	2	Statement of remaining benefit
	3	Letter from Agency assisting with unemployment
	4	EDD print-out
	5	Alternative (other documents certifying the disadvantaged category, subject to Metro’s approval)
Emancipated from Foster Care System		
<p>An individual that have “aged out” of out-of-home and left the foster care system.</p>	1	Declaration of Emancipation Form from DPSS
	2	Record from County Foster Care
	3	Transition Housing Referral forms for emancipated foster youth
	4	Alternative (other documents certifying the disadvantaged category, subject to Metro’s approval)
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Veteran Iraq/Afghanistan War (1999 to present)		
<p>An individual that have served in the United States Armed Forces during the Iraq/Afghanistan War period.</p>	1	DD214 with information sheet
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Apprentice with Less than 15% of Graduating Hours		
<p>Newly indentured apprentices and apprentices that have less than 15% of the required graduating apprenticeship hours in a program.</p>	1	Union Dispatch Slip
	2	Apprentice status from union program
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Disadvantaged Worker must meet at least two of the above listed criteria. Job Coordinators are to maintain and document each certification of Disadvantaged Worker. Metro has the right to request supporting documentation as stated above for audit purposes.