Verifying Participant Eligibility

If a grant involves providing service to students, then there is most likely an eligibility requirement for those students. If this is the case, specific documentation must be collected and maintained PRIOR to the students receiving services under the grant. Please note that every grant has its own unique eligibility requirements and the Program Team should consult their approved RFP, proposal and contract for details regarding participant eligibility. If there is any uncertainty after reviewing these documents, the Program Team should contact the Office of Grant Management and Compliance for assistance.

One example of a grant that requires eligibility documentation is one that serves only military veterans. In this case, the Program Team will most likely need to maintain a copy of the student’s DD-214 (a snapshot of the person’s time in service) and a copy of their driver license. Another example is a grant that requires verification that the student is authorized to work in the United States. This eligibility criteria means that the Program Team must keep a copy of documentation that may include the student’s driver’s license, social security card, work permit, Green Card, and/or passport.

It is of the utmost importance that the student’s eligibility is verified and the proper documentation is maintained PRIOR to services being rendered. Some possible consequences of not having this documentation includes an audit finding against LSCS and/or the funder requesting that LSCS return some or all of the grant funds for the project. If you are unsure whether verifying participant eligibility applies to your grant, please contact the Compliance Team and we will assist you in making that determination.

**NOTE** LSCS utilizes the practice of “double locking” student eligibility documentation. This means that the information should be in a locked drawer or cabinet AND in a locked office with access restricted to only those employees who require access to perform their jobs.