



ADMINISTRATIVE OFFICE
WASHINGTON COUNTY
33 West Washington St.
Hagerstown, MD 21740
301.791.3076
301.790.3502 [FAX]
MD Relay 411

ALLEGANY CO. OFFICE
152 Baltimore St. STE 100
Cumberland, MD 21502
240.362.7329

GARRETT CO. OFFICE
23789 Garrett Highway, Ste. 6
McHenry MD 21541
301.334.8136
301.334.1400 [FAX]

Our goal is to provide you with access to career resources as quickly as possible. Please bring the following documentation to your initial visit so that we can determine your eligibility for skills training and other customized services:

DOCUMENTS NEEDED FOR INTAKE APPOINTMENT/ELIGIBILITY

- Social Security Card or authorization to work in the United States
- Citizenship: Birth certificate, permanent resident card, naturalization certificate, or current U.S. Passport
- Residency: Driver's license, state I.D., Housing Authority Letter, or mail addressed to you dated within the past 30 days
- Selective Service Registration - Males only
- Veterans - DD214
- Income Verification: Last six months' pay stubs, direct deposit record, SSI, SSDI, or SNAP (food stamps) award letter
- Public Assistance: Temporary Cash Assistance (TCA), SNAP (Food Stamps)
- Family Size: Rental lease, birth certificates, marriage license, TCA or SNAP award letters
- Layoff/Termination: Separation notice or unemployment letter
- Education: Diploma/GED, degree, and certificates (if available)
- Résumé