

# SYEP

## Mayor Vincent C. Gray's **One City** Summer Youth Employment Program



### Eligibility Document Checklist

(Please submit one document under each section for verification)

Applicants, under age 18, must submit a **PARENTAL CONSENT FORM** with appropriate signatures.

#### The applicant has provided document to verify **AGE (14 - 21)**.\*

- Birth Certificate
- U.S. Passport
- Unexpired state-issued Driver's License, Learner's Permit, or Non-Driver's Identification Card
- Official School Record such as a transcript or report card from the current school year
- School ID
- Permanent Resident Card

\*All documents verifying age must show participant's age or date of birth.

#### The applicant has provided document to verify **RESIDENCE in Washington, DC**.\*

- Unexpired state-issued Driver's License, Learner's Permit, or Non-Driver's Identification Card
- Official School Record such as a transcript or report card from the current school year
- Mail from a Federal or District Government Agency
- Immunization record (signed and dated by a school official)
- 2013 Income Tax Form 1040 (must be signed and notarized)
- Executed Lease or Rental Agreement dated within one year (must be signed and dated)
- 2013 W-2

\*We will not accept any document from the Office of Youth Programs.

\*All documents verifying residence must show participant's name and address.

#### The applicant has a verified **SOCIAL SECURITY NUMBER**.

- Social Security Card
- Letter from the Social Security Administration (must show participant's name and SSN)
- 2013 W-2 (must show participant's name and SSN)

#### The applicant has provided document to verify **PERMISSION TO WORK in the United States**.

- A Photo ID and U.S. Birth Certificate or a Photo ID and a Social Security Card  
(Photo ID must be a state – issued driver's license, ID card, or school ID)
- U.S. Passport, Permanent Resident Card, or INS Form I-766 with Unexpired Employment Authorization
- Unexpired Foreign Passport with I-551 Stamp or Attached INS Form I-94

(Consult Federal I-9 Form for Additional Acceptable Documents)

The Department of Employment Services is an Equal Opportunity Employer/Provider. Language interpretation services are available without cost. Auxiliary aids and services are available upon request for individuals with disabilities.



Government of the District of Columbia  
Vincent C. Gray, Mayor

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*For internal use only.*

Youth Name: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

\*Youth Representative Name: \_\_\_\_\_

*\*Person submitting documentation on behalf of youth*

Thank you for attending your scheduled certification event on \_\_\_\_\_ at \_\_\_\_\_ (am/pm).  
After review of the documentation presented, your current eligibility status is as follows:

**Certified** – All documents have been received. Please check your youth portal for next steps!

**Not Certified** – You are currently missing the following document(s):

\_\_\_ **Proof of AGE**

\_\_\_ **Proof of a valid SOCIAL SECURITY NUMBER**

\_\_\_ **Proof of DC RESIDENCY**

\_\_\_ **Proof of PERMISSION TO WORK in the United States**

\_\_\_ **Proof of Parent/Guardian Consent**

*\*Participants under the age of 18 must submit a signed Parental Consent Form*

In order to continue with the application process, you must submit all required documents by no later than Saturday, March 8, 2014. If you do not submit all of your documents by this date, you will not be eligible to participate in the program this summer.

All documents must be submitted in person at one of our SYEP Eligibility Certification Events. We will be holding these events throughout the city over the coming weeks. Please check our website [www.summerjobs.dc.gov](http://www.summerjobs.dc.gov) for a listing of dates and locations where you can bring your documents.

OYP Representative Name (print): \_\_\_\_\_ Station #: \_\_\_\_\_

Youth/Representative Signature: \_\_\_\_\_

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