

MAYOR MARION S. BARRY, JR.

SUMMER YOUTH EMPLOYMENT PROGRAM



ELIGIBILITY DOCUMENT CHECKLIST

(Please submit one document under each section for verification)

Applicants under the age of 18 must submit a PARENTAL CONSENT FORM

The applicant has provided the following documents to verify **AGE (14 - 24).***

- 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 the participant's age or date of birth.*

The applicant has provided the following documents 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 (dated within past 6 months)
- Immunization record (signed and dated by a school official)
- 2019 Income Tax Form 1040 (must be signed and notarized)
- Executed Lease or Rental Agreement dated within one year (must be signed and dated)
- 2019W-2

**All documents verifying residence must show the 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)
- 2019W-2 (must show participant's name and SSN)

The applicant has provided the following documents 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, IDcard, 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)

FOR INTERNAL USE ONLY.

Youth Name: _____ Last 4 SSN: _____

*Youth Representative Name: _____

Thank you for attending your scheduled certification event on _____ at _____ (am/pm).

Certifying Documents:

- Proof of AGE
- Proof of valid SOCIAL SECURITY NUMBER
- Proof of DC RESIDENCY
- Proof of PERMISSION TO WORK in the United States
- Proof of Parent/Guardian Consent

COMPLETE: YES NO

MY MBYSEP Banking Quiz:

Please log into your MBYSEP Youth Portal and click the “My Banking” button to complete this step.

You **MUST** complete your banking quiz by 11:59 pm on **Saturday, February 29, 2020**, to complete the certification process.

COMPLETE: YES NO

MY MBSYEP W-4:

Please log into your MBYSEP Youth Portal and click the “W-4” button to complete this step.

You **MUST** complete your W-4 by 11:59 pm on **Saturday, February 29, 2020**, to complete the certification process.

COMPLETE: YES NO

After review of all the required steps, your eligibility status is as follows:

- Certified - All steps have been completed. Please check your youth portal for your next steps!**
- Not Certified - You have not completed all the required steps.**

ALL required steps must be completed no later than 11:59 pm on Saturday, March 14, 2020. If you do not complete all steps by this date, you will not be eligible to participate in the program this summer.

OYP Representative Name (Print) _____ Station #: _____

Youth Representative Signature: _____