Eligibility Document Checklist

Please submit one document under each section for verification

The applicant has provided document to verify **AGE** (18 - 24).*

- Birth Certificate
- U.S. Passport
- Unexpired state-issued Driver’s License, Learner’s Permit, or Non-Driver’s Identification Card
- 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
- Mail from a Federal or District Government Agency
- 2014 Income Tax Form 1040 (must be signed and notarized)
- Executed Lease or Rental Agreement dated within one year (must be signed and dated)
- 2014 W-2

*We will not accept any documents 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)
- 2014 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.
After review of the documentation presented, your current eligibility status is as follows:

- All documents have been received. Please check your youth portal for next steps!

- 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

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):

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Nursing Asst.</th>
<th>A+ Certification</th>
<th>Medical Office Admin. Asst.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASAS*</td>
<td>□ R 231/M221</td>
<td>□ R 234/ M 224</td>
<td>□ R 231/ M 221</td>
</tr>
<tr>
<td>CPR*</td>
<td>□ Yes □ No</td>
<td>Not Applicable</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Urine Toxic Screening*</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Physical/Medical Exam</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Background Check*</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

In order to continue with the application process you must submit all required documents by no later than ___________ at ___________. If you do not submit all of your documents by this date, you will not be eligible to participate in the upcoming cohort.

All documents must be submitted in person at a mandatory information session and/or certification event. If you have any questions or concerns, please feel free to email us at youthjobs@dc.gov!

PYAP Representative Name (print): __________________________________________       Station #: ______

Youth/Representative Signature: _______________________________________________________________