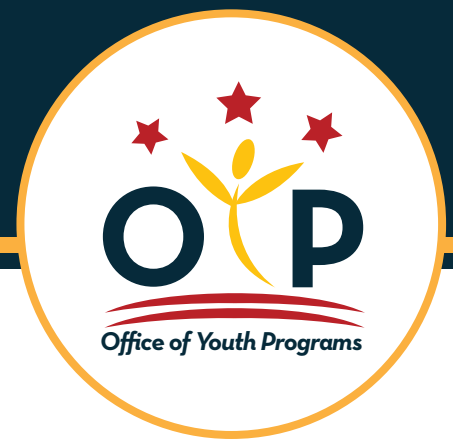


HSIP

HIGH SCHOOL INTERNSHIP PROGRAM



Youth Name: _____

Last 4 SSN: _____

Youth Representative Name: _____

(Person submitting documentations on behalf of youth)

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

After reviewing 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)
 - __ Official **Transcript**
 - __ School **Schedule Verification Form**
 - __ Two **Letters of Recommendation** (One Academic & One Character)
 - __ Proof of **Income**
 - __ Proof of **Family Size**

In-school youth must be between the ages of 14-21, attending school, low income, and meet one or more of the following conditions:

- Basic skills deficient
- English as a second language
- An offender
- Homeless or runaway
- In foster care or aged out of the foster care system
- Pregnant or parenting
- An individual with a disability
- A person who requires additional assistance to enter or complete an educational program or to secure and hold employment

In order to continue with the application process, you must submit all required documents no later than 6:30 PM on Friday, December 16, 2016. If you do not submit all of your documents by this date and time, you will not be eligible to participate in the 2017-2018 High School Internship Program.

Return completed packet to:

4058 Minnesota Avenue, NE, 2nd Floor - Office of Youth Programs • Washington, DC 20019

OYP Representative Name (print): _____ **Station #:** _____

Youth/Representative Signature: _____