

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 with appropriate signatures.

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)
- 2020 Income Tax Form 1040 (must be signed and notarized)
- Executed Lease or Rental Agreement dated within one year (must be signed and dated)
- 2020W-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)
- 2020 W-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, 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)

FOR INTERNAL USE ONLY.

Youth Name: _____ Last 4 SSN: _____

Certification documents verified on: _____ at _____ (am/pm).

Certifying Documents:

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

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 27, 2021**, 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 27, 2021**, 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 13, 2021**. If you **do not** complete all steps by this date, you will not be eligible to participate in the program this summer.

Please check our website www.summerjobs.dc.gov for a listing of dates and locations where you can bring your documents.

NOTES: _____

OYP Representative Name (Print) _____