



# Looking for a **GREAT** Summer Job?



Ages  
14 - 24

In and Out  
of School  
Youth

## Join the 2009 Summer Youth Employment and Learning Program

- ✓ Income Eligible Youth Ages 14 – 24 –  
Based on Workforce Investment Act Income Qualifications (WIA)
- ✓ Both In School and Out of School Youth May Apply

### “Sign Up” Sessions:

To determine if you are eligible, and to learn how you can apply for a great summer job, **you will need to complete the attached checklist** and bring it with you to one of the following “Sign Up” sessions. **Applications must be completed with a parent or guardian if under 18.**

*Monday, April 13 and 20 from 3 to 8 PM*

*Wednesday, April 15 and 22 from 3 to 8 PM, and*

*Saturday, April 25 from 10 AM to 2 PM*

Income  
Eligible

*Location:*



*Connecticut Puerto Rican Forum  
95 Park Street,  
2nd Floor,  
Hartford, CT*



## 2009 Summer Youth Employment and Learning Program

### ELIGIBILITY DOCUMENTS CHECKLIST

All required information and documents are confidential and will be used solely to determine program eligibility.

To apply for the summer program, you must attend an intake session. If you are under 18 years old, you must bring a parent or legal guardian with you. At the intake session, you will complete the application and your eligibility will be determined. You must bring **one** item from **each** of the **applicable** categories listed below. **Some categories may not apply to you.**

#### 1. Age: Your birthday must be between July 20, 1984 and July 1, 1995.

- |   |  |
|---|--|
| <input type="checkbox"/> Birth Certificate                            | <input type="checkbox"/> Passport                |
| <input type="checkbox"/> Driver's License or Non-Driver Photo ID Card | <input type="checkbox"/> Alien Registration Card |

#### 2. Social Security Number

- |   |   |
|---|---|
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Letter from social service agency verifying number |
|---|---|

#### 3. Citizenship or Eligibility to Work: See IRS Form I-9 for additional acceptable documents.

- |  |  |
|--|--|
| <input type="checkbox"/> U.S. Birth Certificate    | <input type="checkbox"/> Alien Registration Card |
| <input type="checkbox"/> U.S. Passport (unexpired) |  |

#### 4. Selective Service: Only required if you are male and at least 18 years old

- |  |   |
|--|---|
| <input type="checkbox"/> Registration Card | <input type="checkbox"/> Internet verification ( <a href="http://www.sss.gov">www.sss.gov</a> ) |
|--|---|

#### 5. Special Circumstances: Provide documentation **only** if these situations apply to you.

- Foster Child** – Letter from Department of Children and Families or foster parent
- Disability** – Letter from school, doctor or social service agency, or school records (IEP or 504 plan)
- Pregnant or a Parent** – Birth certificate of child(ren) or letter from doctor
- Homeless** – Letter from shelter or social service agency

#### 6. In-School Youth: If you are in school and do not have your high school diploma yet, bring **all** documents that apply.

- Free/Reduced Lunch Verification Form
- Official Transcript or Report Card (must show address)

#### 7. Public Assistance: If you or your family receives any type of public assistance, bring **all** documents that apply.

- Letter from Department of Social Services showing receipt of food stamps, or eligibility for food stamps, at any time within the past 6 months
- Letter from Department of Social Services showing current receipt of cash assistance such as TFA, SSI, SAGA cash, or Refugee Cash Assistance

#### 8. Family Income: If you or your family does not receive any type of public assistance, bring **all** documents that apply for **each** family member with income in the last 6 months.

- At least 2 pay stubs from **each** job for **each** person with income, dated within the past 6 months
- Other sources of income documents (examples: social security, unemployment, alimony, child support, pension, quarterly estimated tax for self-employed persons, etc.)