



REQUIRED DOCUMENT CHECKLIST

If you are selected, in order to accept the job; you must show a picture I.D, Social Security Card and your current report card (if you are in school). To complete placement for a summer job, you will need to bring certain documents to your SYEP provider. You must submit **COPIES** of one (1) item from categories 1-9 listed below as it applies to you. **These items are needed to officially complete your enrollment so that you are eligible for a SYEP job.** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S.

Passport for categories 3 and 6). **Reminder: ONLY COPIES OF THESE DOCUMENTS WILL BE ACCEPTED**

1. Proof of Identity

- Official Picture ID
(school, city, state, government issued)
New: IDNYC will be accepted

2. Proof of Employment Authorization

- Report Card *(dated within the last 6 mos)* **OR**
- Official School Transcript **OR**
- NYS Driver/Non-Driver's License **OR**
- Voter's Registration Card **OR**
- U.S. Military Card /Draft Record **OR**

3. Proof of Age

- Birth Certificate **OR**
- Benefit Card **OR**
- NYS Driver/Non-Driver's License **OR**
- Alien Registration Card **OR**
- Valid U.S. Passport

4. Proof of Social Security Number

- Social Security Card (**ONLY**)

5. Working Papers *(Must be age applicable)*

If you are under the age of 18 at the time of application, you must submit your most current working papers.

Working papers can be acquired through your school. If you are not attending school, call 311 or contact your local District Office.

- 14 and 15 years of age: Blue Card
- 16 and 17 years of age: Green Card

6. Proof of Citizenship/Alien Status

- Valid U.S. Passport **OR**
- U.S. Birth Certificate **OR**
- Alien Registration Card **OR**
- I-94, I-551, I-797 **OR**
- Certificate of Naturalization **OR**
- Employment Registration Card

7. Proof of Address *(Dated within the last 6 months)*

- Home Utility Bill **OR**
- Current Lease **OR**
- Current Cable Bill (Must have Phone Service Listed)
- Official Mail from a Federal, State or City Agency

8. Proof of Family Income

(Dated within the last 6 months)

If Supported by Public Assistance

- Current EBT Card (with parent/guardian name) **AND** a recent store receipt **OR**
- Current Benefit Budget/ SNAP Letter **OR**
- Official letter from Social Services (Must include applicant's name, Benefit # and date)

OR

If Not Supported by Public Assistance

- Two (2) consecutive pay stubs dated within the last six months *(Must include payee name, and gross income)* **OR**
- 2015** W-2 form and one (1) pay stub dated within the last six months **OR**
- Current Pension Award letter **OR**
- Current SSA Award letter **OR**
- Unemployment Benefit Document dated within the last six months **OR**
- If self-employed, **2015** Tax Return including Schedule "C" or "E" (if receiving rental income)

9. SYEP Application

- A signed SYEP application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.

Please provide **ONLY** if applicable

10. Selective Service Registration Card **OR**

- Selective Service "Online Receipt"
Required for males 18 years of age or older

11. Proof of **Disability**: Official documentation as applicable certifying disability from a physician, ACS, HRA, School, Social Service agency or authorized entity.

*Please note: all references to the word **current** mean documents dated within the last six (6) months or where applicable, documents which are still valid and have not expired.*

The status of your application can be found at www.nyc.gov/dycd.