

SUMMER YOUTH EMPLOYMENT PROGRAM 2011

APPLICATION INSTRUCTIONS

The Summer Youth Employment Program (SYEP) offers work experience, teaches valuable employment skills, and provides you with a summer income. SYEP educational activities will enhance your summer experience, allowing you to develop career awareness, understanding of personal money management, and work-related social skills.

SYEP is open to all New York City residents between ages 14 through 24, as of July 5 2011.

Each applicant may submit only one application.

To apply for SYEP:

- Visit www.nyc.gov/dycd and complete the application online.

OR

- Complete the attached application and return it in person to the community-based SYEP provider of your choice (a list of organizations throughout the City is attached). Do NOT mail in your application to DYCD or the SYEP Provider.

The DEADLINE for submitting your application is **Friday, May 27th, 2011.**

SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ELIGIBILITY OR ENROLLMENT INTO THE PROGRAM.

If you are selected for SYEP you will be notified by the SYEP provider to which you submitted your application and asked to submit additional documentation immediately (see attached *Required Documents Checklist*)

Failure to submit required documentation as instructed will make you ineligible to participate in SYEP.

For more information or if you have questions about completing this form or the required documents, please call 311 or 1.800.246.4646 and ask about SYEP.

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

(Turn over to the next page)



SUMMER YOUTH EMPLOYMENT PROGRAM 2011

APPLICATION

One application will be accepted for each applicant. **Completed** applications will be entered into a lottery to determine those applicants who will be offered a position in the Summer Youth Employment Program. **SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ELIGIBILITY OR ENROLLMENT INTO THE PROGRAM.** The following application items: Spoken Language, Disability Status is voluntary and will be treated with confidentiality. They cannot be used to affect your status in receiving employment, benefits and/or services. Information provided may be used by the City of New York to improve City services or to access additional funding.

1. Social Security Number (Please be accurate) - -

2. Birth Date: Month Day Year

3. Gender (Check one) Male Female

4. Last Name

5. First Name

6. Middle

7. Citizenship Status (Check one) U.S. Citizen Permanent Resident Alien Other

8. Alien Number : _____
USCIS Form Number: _____

9. Street Address (number and street)

10. Apt #

11. Zip Code

12. Borough (Check one) Bronx Brooklyn Manhattan Queens Staten Island

13. Name of Parent or Legal Guardian: Last Name First Name

14. Applicant's Home Phone # (Area code) - -

15. Applicant's Cell Phone # (Area code) - -

16. Emergency Contact Phone # (Area code) - -

17. Applicant's Email

18. Ethnicity (Check One) American Indian Asian (Non-Hispanic) Black (Non-Hispanic) Hispanic/Latino
 Pacific Islander White (Non - Hispanic) Other

19. Other than English, what language(s) are you most comfortable speaking? Spanish Chinese Russian Korean Arabic Haitian Creole If other, please name _____

20. Current educational status Student in HS or below College student HS graduate GED recipient Left HS before graduating

21. Educational-Student Type Full-Time Student Part-Time Student Vocational Post Secondary Not in School

22. Current grade if in High School or below. If not in HS, indicate the last grade completed.

Male applicants 18 and over, must be registered with Selective Service:

23. Registration # - - Registration Date: Month Day Year

If you are a male 18 years of age or older, to be eligible to participate in SYEP you must be registered with the Selective Service System (if you have not already registered; visit www.sss.gov .

24. Is the applicant any of the following (Check all that apply) Disabled Foster Care Homeless Runaway Offender/Court Involved Parent Served in Military

25. Is applicant or applicant's family currently receiving public assistance? Yes No If No, proceed to question 27.

26. Type of Public Assistance (Check all that apply) Family Assistance (formerly known as AFDC) Food Stamps S.S.I. Safety Net/Home Relief Other

27. Total family income (gross) for the last SIX months \$

28. Number of family members currently living in applicant's household

29. What is the applicant's long-term career goal? _____

30. Is the applicant or any member of the household (0-64 years of age) covered by Medicaid, Child Health Plus, Family Health Plus or private medical insurance? Yes No

31. If NO, do you want to be contacted with information about public health insurance programs? Yes No

CERTIFICATION OF ACCURACY

I, the undersigned, certify that all information on this form is true and correct. I understand that my statements are subject to verification. I further understand that any false statements may subject me to criminal prosecution under both New York State Penal Laws, section 175.35 and Federal Law, 18 U.S.C.A. 1001, and to civil action for return of all monies received. I agree and accept that I will abide by all applicable rules and regulations of this program.

Applicant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(Required if applicant is under 18 years of age)

SYEP Provider Intake Officer Signature _____ Date _____

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

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REQUIRED DOCUMENTS CHECKLIST

In order to be placed in 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 an 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 1 and 4).

1. Proof of Age

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

2. Proof of Social Security Number

- Social Security Card (*ONLY*)

3. 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 public high school.

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

4. Proof of Citizenship/Alien Status

- Valid U.S. Passport **OR**
- U.S. Birth Certificate **OR**
- Alien Registration Card **OR**
- I-94 , I-551, I-688B, I-766 **OR**
- Certificate of Naturalization **OR**
- Employment Registration Card

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

- Home Utility Bill **OR**
- Current Lease **OR**
- Official Mail from a Federal, State or City Agency

6. 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 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**
 - 2010 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, 2010 Tax Return including Schedule "C" or "E" (if receiving rental income)

7. 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

- 8. Selective Service** Registration Card **OR**
- Selective Service "Online Receipt"
Required for males 18 years of age or older
- 9. Proof of Disability:** Official documentation as applicable certifying disability from a physician, ACS, HRA, School, Social Service agency or authorized entity.
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*Please note: all references to the word **current** means documents dated within the last six (6) months or where applicable, documents which are still valid*

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LIST OF COMMUNITY-BASED PROVIDERS (Page 1 of 2)

BRONX

Alianza Dominicana, 125 W. 166 th Street Community Center, 10452 917-258-3731 4 train to 161 st St Yankee Stadium, then Bx13 bus to 165 th St	New York City Housing Authority, Any NYCHA Development Management Office, 212-306-8000
Aspira of New York, Beam 1, 345 Brook Ave, 10454, 718-585-3353 6 train to Brook Ave, 2,5 train to 149 th St. & Brook Ave, Bx17 bus to E 141 st St or Bx19 bus to E 149 th St 7 3 rd Ave	Phipps Community Development, 1030 East 178th St, 10460, 718-542-0109 2, 5 train to East Tremont Ave/West Farms Square
BronxWorks, Inc. 1130 Grand Concourse, 10456, 718-508-3101 D train to 167 th St	Police Athletic League New South Bronx Center, 991 Longwood Ave, 10459, 718-389-5309 6 train to Longwood Ave
Children's Arts & Science Workshops, 229A E. 204 th St, 10458 718-220-0444 D train to Bedford Park Blvd or Bx1 to 204 th St	Simpson Street Development Association, 997 East 163rd St, 10459, 718-589-3595/1510/1511 6 train to Hunts Point, or 2,5 train to Simpson St
Community Association of Progressive Dominicans, 1865 Morris Ave, 10453, 718-716-4021 4 train to 176 th St	South Bronx Overall Economic Development Corporation, 555 Bergen Ave, 10455, 3 rd Flr, 718-292-3113 2,5 train to 3rd Ave 149 th St
Kips Bay Boys & Girls Club, 1930 Randall Ave, 10473, 718-893-8254 ext 258 or 261 6 train to Parkchester/177th St then Bx39 bus to Randall Ave	Wildcat Service Corporation, Pulse H.S. 560 E. 179 th St, 10457, 718-294-0230 xt.3080/3081 D train to Burnside Ave BX 40 or 42 to Arthur Ave or 2 or 5 train to 149 th St & 3 rd Ave BX 15 or 55. 647 Bryant Ave, 10474, 718-617-1378, 6 train to Hunts Pt or BX 6 to Spofford & Bryant Ave
Mosholu Montefiore Community Center, 3450 Dekalb Ave 10467, 718-882-4000 Ext 279 4 train to Mosholu Pkwy, Bx10,16,28,30,34 to Bainbridge & Gun Hill Road	Woodycrest Center for Human Development, 153 West 165th St-10452, 718-992-4256, 4 train to 161 st St Yankee Stadium, then Bx13 bus to 165 th St

BROOKLYN

Brooklyn Neighborhood Improvement Association, 1482 St. Johns Place, 11213, 718-773-4116 3,4 train to Utica Ave	Italian-American Civil Rights League, 1460 Pennsylvania Ave #1B, 11239, 718-642-2180, A, J train to Broadway Jct. then B83 bus to Geneva Loop or L train to Rockaway Pkwy then B82 bus to Geneva Loop or 3 train to Geneva Loop
CAMBA, PS 269/1957 Nostrand Ave, 11210, (718) 462-4244 ext. 79248, 2,5 train to Newkirk Ave; or B41 to Foster Ave	National Society for Hebrew Day School 1545 Coney Island Ave, 2 nd Fl 11230, 718-252-4446 Q Train to Ave. M/East 16 th St or B68 to Ave L
Catholic Charities Neighborhood Service, Inc., 200 Gold St, 11201, 718-875-8801 A,C,F,2,3,4,5,N,R trains to Borough Hall, B57/61 to Gold St	New York City Housing Authority, Any NYCHA Development Management Office, 212-306-8000
Chinese-American Planning Council, 4101 8 th Ave, 11232, 718-492-0409 ext. 310, 312 or 315 D train to 9 th Ave	Police Athletic League, Brownville Beacon PAL PAL Wynn Center 495 Gates Avenue Brooklyn, NY 11216 718-389-5309 A or the C train to Nostrand Ave, btw. Thompkins and Marcy Avenue
Colony South Brooklyn Houses, 297 Dean St, 11217, 718-643-2930 2,3,4,5,B,D,M,N,R,Q trains to Atlantic Ave/Pacific St	Research Foundation/Medgar Evers College, Eastern Parkway Campus, 1650 Bedford Ave, 11225, 718-804-8860/8861 2,3,4,5 train to Franklin Ave
Community Counseling & Mediation, 810 Classon Ave, 11238, 718-230-5100/5425 2,3,4,5 train to Franklin Ave	Ridgewood Bushwick SCC, 1474 Gates Ave, 11237, 718-381-9653 L train or M train to Myrtle/Wyckoff Ave
Council of Jewish Organizations of Flatbush, 1545 Coney Island Ave, 11230, 718-252-4446 Q Train to Ave M/East 16 th St or B68 to Ave L	SCO Family of Services - Center for Family Life, Sunset Park High School 153 35th Street- Room Bo7 Brooklyn, NY 11232 718-840-1640 443 39 th St, 3 rd Fl, 11232, 718-633-4823 D,M,N,R trains to 36 th St
Cypress Hills Local Development Corporation, Franklin K Lane HS, 999 Jamaica Ave, Rm. 304A, 11208, J train to Elderts Lane 718-647-2100 x 1614	St. Mary's Community Services, 230 Classon Ave, 11205, 718-230-0827 A/C train to Hoyt & Schermerhorn or G train to Classon Ave
East NY Development Corporation, 800 Van Siclen Ave. Brooklyn, NY 11207 1-347-295-3865 or 1-347-295-3866 2644 Atlantic Ave, 11207, 718-566-2129 C train to Liberty Ave	St. Nicholas Alliance, 850 Grand Street, Rm 184, 11211, 718-599-9224 ext. 25 L train to Grand St
Edith & Carl Marks Jewish Community House of Bensonhurst- 7802 Bay Parkway, 11214, 718-331-6800 x112 or x 167 2,3,4 trains to Atlantic Ave then D or M train to Bay Pkwy	Sesame Flyers International, 905 Winthrop Street, Rm 127, 11203, 718-221-8880 ext 1100 3,4 Train to Utica Avenue then B46 Bus to Winthrop Street

Henry Street Settlement, Brooklyn Brownstone School 272 MacDonough Street, Brooklyn, NY, 11233 C train to Kingston Throop 646-265-6773	Vanguard Urban Improvement Association, MS 258, 141 Macon St, 11216, 718-453-3330 A,C train to Nostrand Ave B25/26/44 to Marcy Ave
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MANHATTAN	
Alianza Dominicana, 2410 Amsterdam Ave, 2 nd Floor, 10033, 212-740-1960 A, C, 1 trains to 181st St	Ecumenical Community Development, ECDO Community Partnership Center, 413 West 125 th St, 10027, 212-531-3211 A,B,C,D trains to 125 th St btwn Morningside & Amsterdam Aves
The Children's Aid Society, 105 East 22 nd St, Suite 517 10010, 917-286-1535, 6train to 23 St 130 East 101 st St, 10029, 212-348-2343, 6 train to 103 rd St	El Barrio's Operation Fightback, 320 Pleasant Ave, 10035, 212-427-2915 6 train to 116 th St or M15 to First Ave or M16 to Pleasant Ave
Childrens Arts & Science Workshops, 686 West 204 th St, Basement, 10034, 212-740-8170 A, 1 train to 207 th St. or M100/Bx7 to 204 th St	Henry Street Settlement, 301 Henry St, 10002, 212-254-3100 F train to East Broadway, J, M trains to Essex/Delancey
Chinatown Manpower Project, Inc. 70 Mulberry St, 3 rd Flr, 10013, 212-571-1690 J,M,N,Q,R,W, 6 trains to Canal St. or M1 to Centre St, M22 to Worth St or M103 to Bowery St	Inwood Community Services, 651 Academy St, 2 nd Flr, 10034, 212-942-0043 Ext 177 A train to Dyckman St
Chinese-American Planning Council, 150 Elizabeth St, 10012, 212 334-0083 ext 271 J,M to Bowery St or B,D to Grand	New York City Housing Authority, Any NYCHA Development Management Office, 212-306-8000
Community Association of Progressive Dominicans, 2268 Amsterdam Ave, 10032, 212-568-4872 A,C trains to 175 th St or 1 train to 181 st St	New York City Mission Society, Minisink Townhouse, 646 Lenox Ave, 10037, 212-368-8400 3 train to 145 th St & Lenox Ave or M1,7 or 102 bus to 142 nd St
East Harlem Council for Community Improvement, 413 East 120th St, 10035, 212-860-6820 x5211 4, 5, 6 trains to 125th St./Lexington Ave	Police Athletic League Harlem PAL, 441 Manhattan Ave, 10026, 718-389-5309 A or C train to 125 th St
East Harlem Employment Service, 240 East 123 rd St, 3 rd Flr, 10035, 212-360-1100, 4,5,6 trains to 125 th St	
QUEENS	
Chinese-American Planning Council, 136-18 39 th Ave, 8 th floor, 11354, 718-358-8899 ext. 121 7 train to Flushing Main St	Police Athletic League Foster Laurie PAL Center, 199-10 112th Ave, 11412, 718-389-5309 E train to Jamaica Center then Q83 bus to 199th St
Goodwill Industries, 26-36 4 th St, 11102, 718-278-9667 N,Q trains to 30 th Ave, Q102/Q18 to 27 th Ave & 4 th St	Queens Community House, 108-25 62 nd Drive, 11375, 718-592-5757 ext 244 E,F,R trains to 71 st St/Continental Ave, Q23 Q88,Q58, Q38 bus to 62 nd Drive
Greater Ridgewood Youth Council, 62-04 Myrtle Ave, 11385, 718-456-5437 ext 239 M train to Fresh Pond Road, Q55 to Myrtle Ave & 62 nd St	74-09 37 th Ave, Rm 400 11372, 718-898-7461 ext 34 E,F,R,V to Jackson Heights-Roosevelt Ave, 7 train to 74 th St
HANAC Youth Services, 23-16 30th Ave, 11102 3rd Flr, 718-204-2325 N,Q trains to 30th Ave; or Q69 bus to 30 th Ave & 23 rd St	Research Foundation/LaGuardia Community College, 29-10 Thomson Ave Rm C-314, 11101, 718-482-5340, 718-609- 2132 7 train to 33 rd St/Rawson, E,V train to 23rd St/Court Square
Henry Street Settlement, Elmcors Youth and Adult Activities Inc. 107-20 Northern Blvd. Corona, NY,11368 646-265-7977 7 train to 111 th Street	Rockaway Development & Revitalization Corporation, 1920 Mott Ave, 11691 2nd Flr, 718-327-5300 A train to Mott Ave/ Far Rockaway
Jacob A. Riis Neighborhood Settlement, 10-25 41st Ave, 11101, 718-784-7447 ext 131 F train to 21 st St/Queensbridge	Southern Queens Park Association, Roy Wilkins Park, 177 th St. & Baisley Blvd, 11434 718-276-4630 ext 141, 143, 135 E or J train to Jamaica Ctr. then Q5, Q85 bus to Baisley Blvd
STATEN ISLAND	
United Activities Unlimited, PS18, 221Broadway, 10310 718-987-8111 ext 808 H44/46 to Castleton Ave OR IS 2, 333 Midland Ave, 10306 H78 bus to Hylan & Midland Ave	