**2019 Summer Youth Employment and Learning Program**

**Preparing for the Intake Session**

To apply for the summer program, you must attend an intake session with your assigned provider. At the intake session, you will complete the application and the provider will review your documentation. **If you are under 18 years old, your parent or legal guardian has to sign your application. If your parent or legal guardian cannot come with you to the intake session, it will be your responsibility to return the signed application to the provider within one week. If your signed application is not received, you may lose your spot in the program.**

**What Documents to Bring**

We need to document that you are eligible for the program. Below are the eligibility criteria and the **most common** documents that prove them – **this is not a complete list of acceptable documents.** Some documents cover multiple categories – for example, if your transcript shows your home address and date of birth, it can count for school enrollment, residency and age. If you have questions about what documents to bring, please ask!

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| 1. **Income Information:** You must be eligible to receive free or reduced lunch. If you do not receive free or reduced lunch, you may have to provide other income information for your household. | | |
|  | Income Self-Attestation Form *(signed by parent/guardian)* | Food Stamp or TFA Letter from the Department of Social Services |
| 1. **Work Authorization:** You must be eligible to work in the United States (see USCIS Form I-9, Employment Eligibility Verification, for a list of all acceptable documents). | | |
|  | US Birth Certificate | Alien Registration Card |
|  | US Passport | School or State Photo ID **and** Social Security Card |
| 1. **School Status:** If you are enrolled in school, you must provide a document from your school. | | |
|  | Transcript or Report Card | School Status Self-Attestation Form *(out-of-school only)* |
| 1. **Residency:** You must live within the North Central Connecticut region. | | |
|  | Transcript or Report Card *(must show name and home address)* | Utility Bill or Similar Bill *(must show name and home address)* |
| 1. **Age:** You must be at least 14 years old by **July 1, 2019** (your birthday must be 7/1/2005 or later). | | |
|  | Birth Certificate | Transcript or Report Card *(must show name and date of birth)* |
|  | State or Government Photo ID |

**At the Intake Session**

You should arrive a few minutes early and “dressed for success.” Bring your documents, a pen and a notepad.

**After the Intake Session**

We will review your completed application and documents. If you are missing anything, you will need to provide it as soon as possible. Once we have all your paperwork, we will let you know if you are eligible for the program. If you are eligible, you will be placed on the provider roster.

If your contact information changes (you move, get a new phone number, etc.) you need to let us know immediately – we need to be able to reach you with program information. If we are unable to contact you, you may lose your spot in the program.

**Contact Us**

Provider Name

Address

Staff Name, Phone Number, Email