# 2019 Summer Youth Employment and Learning Program Documentation Guide

## Documentation and Paper Files

Every applicant must have a paper file containing copies of documentation verifying eligibility. **CWP will conduct onsite monitoring of applicant files and eligibility determination throughout the intake period.** Below is a list of the most common documents for each eligibility criterion. Keep in mind that some documents can cover multiple categories, as long as the information is explicit. This is not a complete list of acceptable documents – if you have a question about a particular document, contact CWP.

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<th>Eligibility</th>
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| Application       | Must have a completed and signed 2019 SYELP application                                                                                       | • SYELP 2019 Application
Printable only from ETO                                                                                                           |
| Income            | Must meet one of the income criteria on the self-attestation form or be a member of a family whose income is equal to or less than 185% of the federal poverty level
Applicants who attend a universal feeding school do not need separate documentation of low-income status | • Income Self-Attestation Form (signed by parent/guardian)   
• Letter from the Department of Social Services  
• EMS printout  
• Letter from the Department of Children and Families (if foster child in DCF custody) |
| Work Authorization| Must be eligible to work in the United States
Do not complete the USCIS Form I-9, Employment Eligibility Verification, until the applicant starts the program | • US passport  
• Alien registration card  
• School or state photo ID and social security card or US birth certificate  
See Form I-9 “Lists of Acceptable Documents” for guidance |
| School Status     | In-school must be enrolled in secondary school (12th grade or below) at time of application
Applicants who graduated high school in the 2018-2019 academic year are eligible                                                      | • Transcript or report card  
• School Status Self-Attestation Form (if out-of-school) |
| Residency         | Must be a resident of the North Central Connecticut region                                                                                   | • Transcript or report card  
• Utility bill or similar
Name and home address must appear                                                                                                     |
| Age               | Must be between 14 and 21 years old as of July 1, 2019
Birthday must be between 7/2/1997 and 7/1/2005                                                                                            | • Birth certificate  
• State or government photo ID  
• Transcript or report card
Name and date of birth must appear                                                                                                                                 |

## Eligibility Determination

Every applicant must have his/her eligibility determined, based on his/her completed application and supporting documentation. An applicant must be categorized as one of the following:

- Hartford resident and low-Income
- Hartford resident but not low-Income
- Regional resident and low-Income
- DCF

If the applicant does not fall within any of these categories, s/he is ineligible.