

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.

Eligibility	Definition	Documentation
Application	Must have a completed and signed 2019 SYELP application	<ul style="list-style-type: none"> • SYELP 2019 Application <p>Printable only from ETO</p>
Income	<p>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</p> <p><i>Applicants who attend a universal feeding school do not need separate documentation of low-income status</i></p>	<ul style="list-style-type: none"> • Income Self-Attestation Form (<i>signed by parent/guardian</i>) • Letter from the Department of Social Services • EMS printout • Letter from the Department of Children and Families (<i>if foster child in DCF custody</i>)
Work Authorization	<p>Must be eligible to work in the United States</p> <p><i>Do not complete the USCIS Form I-9, Employment Eligibility Verification, until the applicant starts the program</i></p>	<ul style="list-style-type: none"> • US passport • Alien registration card • School or state photo ID and social security card or US birth certificate <p><i>See Form I-9 "Lists of Acceptable Documents" for guidance</i></p>
School Status	<p>In-school must be enrolled in secondary school (12th grade or below) at time of application</p> <p><i>Applicants who graduated high school in the 2018-2019 academic year are eligible</i></p>	<ul style="list-style-type: none"> • Transcript or report card • School Status Self-Attestation Form (<i>if out-of-school</i>)
Residency	Must be a resident of the North Central Connecticut region	<ul style="list-style-type: none"> • Transcript or report card • Utility bill or similar <p><i>Name and home address must appear</i></p>
Age	<p>Must be between 14 and 21 years old as of July 1, 2019</p> <p><i>Birthday must be between 7/2/1997 and 7/1/2005</i></p>	<ul style="list-style-type: none"> • Birth certificate • State or government photo ID • Transcript or report card <p><i>Name and date of birth must appear</i></p>

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.