# 2021 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 2021 SYELP application  |  SYELP 2021 ApplicationPrintable only from Webauthor  |
| 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 2019-2020 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 24 years old as of July 1, 2021Birthday must be between 7/2/1998 and 7/1/2007 | * 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  Regional resident and low-Income
* Hartford resident but not low-Income  DCF

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

Updated 4/12/2021