# 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.

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| Eligibility | Definition | Documentation |
| Application | Must have a completed and signed 2021 SYELP application |  SYELP 2021 Application  Printable 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, 2021  Birthday 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.

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