



2024 Summer Youth Employment and Learning Program Documentation Guide

Documentation and Paper Files

Every applicant must have a file containing copies of documentation verifying eligibility. CWP will conduct virtual monitoring of applicant files and eligibility determination in Altrulink 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 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:

- Justice Involved
- DCF involved
- Homeless
- Pregnant or Parenting
- English Language Learner
- Disability/ADS
- Hartford Low-Income
- Regional Low-Income

Not Low-Income applicants must be part of the following Priority of Service populations:

Youth can self-attest to the following, and do **NOT** require additional proof of income status:

- a youth with a disability
- DCF involvement
- pregnant, parenting, including custodial parent.
- homeless or runaway
- justice-involved (with CSSD, DOC, etc.)
- English language learner

Please note, all Hartford youth are considered low-income. However, you will need to have 15% of your caseload reflect our Priority of Service Populations.

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

Eligibility	Definition	Documentation
Application	Must have a completed and signed 2024 SYELP application	<input type="checkbox"/> SYELP 2024 Application Printable only from Webauthor

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>Attends a school that is eligible for CT's statewide free lunch program.</p>	<ul style="list-style-type: none"> • Income Self-Attestation Form (signed by parent/guardian) DCF Self-Attestation letter with name of social worker • EMS printout
Work Authorization	<p>Must be eligible to work in the United States</p> <p>Do not complete the USCIS Form I-9, Employment Eligibility Verification, until the applicant starts the program</p>	<ul style="list-style-type: none"> • US passport • Alien registration card • School or state photo ID (age 18+ required) or school transcript (under the age of 18) and social security card or US birth certificate See Form I-9 "Lists of Acceptable Documents" for guidance • A school or state photo ID is required for paycheck pickup authorization
School Status	<p>In-school must be enrolled in secondary school (12th grade or below) at time of application</p> <p>Applicants who graduated high school in the 2023-2024 academic year are eligible</p>	<ul style="list-style-type: none"> • Transcript or report card with name, school name, and school year • School Status Self-Attestation Form (if out-of-school)
Residency	<p>Must be a resident of the North Central Connecticut region or live in the state of Connecticut AND have an open DCF case</p>	<ul style="list-style-type: none"> • Transcript or report card • Utility bill or similar <p>Name and home address must appear</p>
Age	<p>Must be between 14 and 24 years old as of July 1, 2024</p>	<ul style="list-style-type: none"> • Birth certificate • State or government photo ID • Transcript or report card <p>Name and date of birth must appear</p>