

**Instructions:**

The Summer Youth Employment Program (SYEP) offers work experience, teaches valuable employment skills, and provides you with a summer income. SYEP educational activities will enhance your summer experience, allowing you to develop career awareness, understanding of personal money management, and work-related social skills.

SYEP is open to all Newark residents between ages 14 through 24, and runs from **July 8<sup>th</sup>, 2019- August 16<sup>th</sup>, 2019**

**Each applicant may submit only ONE application: Submission of multiple applications will **AUTOMATICALLY** disqualify you from participation.**

*All applications must have a unique Email address and Social Security Number used to identify the applicant.*

**To apply for SYEP:**

- Visit and complete the application online.

**Do NOT** mail in your application to NYOSCC

The DEADLINE for submitting your application is **Sunday, April 14<sup>th</sup>, 2019.**

**SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE INTO THE PROGRAM.**  
*Selection is contingent upon the computerized lottery system and available positions based on program funding.*

**If you are selected for SYEP you will be notified by NYOSCC and asked to submit additional documentation immediately. (See attached Required Documents Checklist)**

**Note: A current picture ID must be submitted with all documents.**

***Failure to submit required documentation as instructed will make you ineligible to participate in SYEP.***

For more information or if you have questions about completing this form or the required documents, please call 973-273-6064 and ask about SYEP.

*The status of your application can be found at (Insert website)*

**SYEP: Required Document Checklist**

If you are selected to accept the job, you must show a picture I.D, Social Security Card and your current report card (if you are in school). In order to be placed in a summer job, you will need to bring certain documents to the NYOSCC. You must submit **COPIES** of one (1) item from categories 1-9 listed below as it applies to you. **These items are needed to officially complete your enrollment so that you are eligible for a SYEP job.** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 3 and 6). **Reminder: ONLY ORIGINALS OF THESE DOCUMENTS WILL BE ACCEPTED**

**1. Proof of Identity**

- Official Picture ID  
(school, city, state, government issued)  
*New: School ID will be accepted*

**2. Proof of Employment Authorization**

- Report Card (*dated within the last 3 mos*) **OR**
- Official School Transcript **OR**
- NJ Driver/Non-Driver's License **OR**
- Voter's Registration Card **OR**
- U.S. Military Card /Draft Record **OR**

**3. Proof of Age**

- Birth Certificate **OR**
- Benefit Card **OR**
- NJ Driver/Non-Driver's License **OR**
- Alien Registration Card **OR**
- Valid U.S. Passport

**4. Proof of Social Security Number**

- Social Security Card (**ONLY**)

**5. Proof of Citizenship/Alien Status**

- Valid U.S. Passport **OR**
- U.S. Birth Certificate **OR**
- Alien Registration Card **OR**
- I-94 , I-551, I-797 **OR**
- Certificate of Naturalization **OR**
- Employment Registration Card

**6. Proof of Address** (*Dated within the last 6 months*)

- Home Utility Bill **OR**
- Current Lease **OR**
- Current Cable Bill (Must have Phone Service Listed)
- Official Mail from a Federal, State or City Agency

**7. Proof of Family Income**(*Dated within the last 6 months*)***If Supported by Public Assistance***

- Current EBT Card (with parent/guardian name) **AND** a recent store receipt **OR**
- Current Benefit Budget/ SNAP Letter **OR**
- Official letter from Social Services (Must include applicant's name, Benefit # and date)

**OR*****If Not Supported by Public Assistance***

- Two (2) consecutive pay stubs dated within the last six months (*Must include payee name, and gross income*) **OR**
- 2017 or 2018** W-2 form and two (2) pay stubs dated within the last six months **OR**
- Current Pension Award letter **OR**
- Current SSA Award letter **OR**
- Unemployment Benefit Document dated within the last six months **OR**
- If self-employed, **2017 or 2018** Tax Return including Schedule "C" or "E" (if receiving

**8. SYEP Application**

- A signed SYEP application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.

*Please note: all references to the word **current** mean documents dated within the last six (6) months or where applicable, documents which are still valid and have not expired.*

**9. Selective Service** Registration Card **OR**

- Selective Service "Online Receipt"  
**Required for males 18 years of age or older**

**10. Proof of Disability:** Please provide IEP, or any applicable documentation certifying disability School, Social Service agency or authorized entity.

**11. Proof of Medical Restrictions**

- Please provide applicable documentation certifying allergies or illness