

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 10th, 2017- August 18th, 2017**

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 23RD, 2017.**

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 6 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

NJDriver/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

2016 W-2 form and one (1) pay stub 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, 2016 Tax Return including Schedule "C" or "E" (if receiving rental income)

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