



Department of Youth & Workforce Services Youth Employment Programs

Required Document Checklist

If you are selected from the lottery for a job, you will need to bring certain documents to the Youth Employment Program Office .

These items are needed to officially complete your enrollment so that you are eligible for a job placement

Some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 3 and 6)

1. Proof of Identity

- ☐ Official Picture ID (if over 18)
(School, city, state, government issued)

2. Proof of Age

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

3. Proof of Social Security Number

- ☐ Social Security Card (**ONLY**)

4. Working Papers (must be age applicable)

If you are under the age of 18 at the time of application, you must submit your most current working papers. Working papers can be acquired through your school.

- ☐ 14 and 15 years of age: Blue Card
- ☐ 16 & 17 years of age: Green Card

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 last 6 months)

- ☐ Home Utility Bill **OR**
- ☐ Current Lease, Mortgage, Deed **OR**
- ☐ Current Cable Bill (must have phone service listed) **OR**
- ☐ Official Mail from a Federal, State or City Agency

7. Proof of Family Income (dated within 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 applicants 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**
- ☐ The most recent W-2 form and one (1) pay
stub dated within the last six months **OR**
- ☐ Current Pension Award letter **OR**
- ☐ Current SSA letter **OR**
- ☐ Unemployment Benefit Document dated
within the last six months **OR**
- ☐ If self-employed, the **most** recent 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 Provide **ONLY** if applicable

- 9. Selective Service Registration Card **OR**
☐ Selective Service "Online Receipt"
Required for males 18 years of age or older
- 10. Proof of **Disability**: Official documentation as
☐ applicable, certifying disability from a
physician, ACS, HRA, School Social Service
Agency or Authorized Entity.

PLEASE NOTE: All references to the word **current** mean documents dated within the last 6 months or where applicable, documents which are still valid and have not expired. Tax forms (including W-2 forms) must be from within the last year (12 months)

Expired Documents will NOT be accepted.