

YouthWorks – 2009 Earn & Learn Summer Employment Program

The purpose of this pre- application is to facilitate your potential enrollment into the YouthWorks 2009 Earn & Learn Summer Employment Program funded by the American Recovery and Reinvestment Act. The submission of this pre-application does not constitute or guarantee admission into the program, but will allow you entry into a lottery system designed to select candidates for possible eligibility and entry into the program.

To determine eligibility for this program please note: All applicants must provide requested documents (i.e. birth certificate, social security card, and/or documentation from public/social service agencies). Pay stubs reflecting wages from the previous six months must also be provided at time of eligibility determination. Youth who are under the age of 18 must be accompanied by their parent/guardian at the time of registration. See the Eligibility Documents Checklist attached.

Age: _____ Date of Birth: _____

First Name: _____ Last Name: _____

Street Address: _____

City, State, & Zip Code: _____

Home phone: _____ Cell Phone: _____

Email Address: _____

Preferred method of contact Email Home Phone Cell

(To help us facilitate the application process, please check all boxes that apply to you.)

| | |
|---|---|
| Are you a Foster Child or under DCF custody? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you an Ex- Offender or have a police records? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you Homeless or a Runaway? <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you Pregnant or have children? <input type="checkbox"/> Yes <input type="checkbox"/> No Did you drop out of school? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a Documented Disability? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Education Status</u> Name of School _____ Highest Grade Completed _____ | <input type="checkbox"/> High School <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> High School Diploma/ GED |
| <u>Employment Status (within the past 6 months)</u> <input type="checkbox"/> Not Employed <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | <u>Public Assistance (currently receiving)</u> <input type="checkbox"/> Cash <input type="checkbox"/> Food Stamps |

For Office use only

Area:

1. Bridgeport _____ 2. Norwalk _____ 3. Stamford _____ 4. Valley _____

Date Taken: _____

Location: _____

The pre-application must be completed and returned by the end of business on 5/11/09. The pre-application can be mailed or dropped off to The WorkPlace, Inc. 350 Fairfield Ave, Bridgeport, CT 06604, faxed to 203-610-8569 or emailed to dharris@workplace.org.

YouthWorks 2009 Earn & Learn Summer Employment Program – A project of The WorkPlace, Inc. funded by the American Recovery Reinvestment Act



2009 Summer Youth Employment and Learning Program ELIGIBILITY DOCUMENTS CHECKLIST

All required information and documents are confidential and will be used solely to determine program eligibility.

In an effort to expedite the Workforce Investment Act eligibility process, please begin to acquire the following documents for intake. If selected to apply to the summer program, you must attend an intake session that will be scheduled. If you are under 18 years of age, you must bring a parent or legal guardian with you. At the intake session, you will complete the application and your eligibility will be determined. You must bring **one** item from **each** of the **applicable** categories listed below.

1. **Age:** Your birthday must be between July 20, 1984 and July 1, 1995.

- | | |
|--|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Driver's License or Non- Driver Photo ID Card | <input type="checkbox"/> Alien Registration Card |

2. **Social Security Number**

- | | |
|---|---|
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Letter from Social Service Agency verifying Number |
|---|---|

3. **Citizenship or Eligibility to Work**

- | | |
|---|--|
| <input type="checkbox"/> U.S. Birth Certificate | <input type="checkbox"/> Alien Registration Card |
| <input type="checkbox"/> U.S. Passport | |

4. **Selective Service:** Only required if you are male and at least 18 years old

- | | |
|--|---|
| <input type="checkbox"/> Registration Card | <input type="checkbox"/> Internet verification (www.sss.gov) |
|--|---|

5. **Special Circumstances:** Provide Documentation **only** if these situations apply to you.

- Foster Child** - Letter from Department of Children and Families or Foster parent
- Disability** - Letter from school, doctor or social services agency, or school records (IEP or 504 Plan)
- Pregnant or a Parent** - Birth Certificate of child(ren) or letter from doctor
- Homeless** - Letter from shelter or social service agency
- Ex- Offender** - Police Record, letter from Parole/ Probation, or Court Documents

6. **Public Assistance:** If you or your family receives any type of public assistance, bring all documents that apply.

- Letter from Department of Social Services showing receipt of food stamps, or eligibility for food stamps, at any time within the past 6 months
- Letter from Department of Social Services showing current receipt of cash assistance such as TFA, SSI, SAGA cash, or Refugee Cash Assistance

7. **Family Income:** If you or your family does not receive any type of public assistance, bring **all** documents that apply for **each** family member with income in the last 6 months.

- At least 2 pay stubs from each job for each person with income, dated within the past 6 months
- Other sources of income documents (examples: social security, unemployment, alimony, child support, pension, quarterly estimated tax for self- employed persons, etc.)

Do not submit this page with the Pre- Application. This page should be used to gather documents for the intake.

2009 Earn & Learn Summer Employment Eligibility Guidelines

The YouthWorks – 2009 Earn & Learn Summer Employment Program is a project of The WorkPlace, Inc. and is funded by the American Recovery and Reinvestment Act. Therefore, the eligibility requirements for acceptance into the program must coincide with the Workforce Investment Act (WIA) youth eligibility guidelines.

Please see eligibility requirements below.

Summer Eligibility Criteria

Youth is required to be:

- Between the ages of 14-24 (birthday must be between July 20, 1984 and July 1, 1995 at time of intake) and
- Deemed low income according to the federal poverty guidelines and 2008 Lower Living Standard Income Level (70%)

Annualized Family Income

| Family Size* | Metro |
|---------------------|--------------|
| 1 | \$10,400 |
| 2 | \$15,469 |
| 3 | \$21,231 |
| 4 | \$26,208 |
| 5 | \$30,932 |
| 6 | \$36,170 |

WIA- INCOME ELIGIBILITY GUIDELINES (effective 4/25/08)

- A youth receiving cash and/or food stamps is considered *financially* eligible to participate in the program but still must have **at least one** WIA identified barrier in order to be deemed eligible to receive program services and
- Have **at least one** WIA identified barrier to employment. Barriers include:
 - School drop out (Dropout letter from school or attendance record)
 - Pregnant or parenting (birth certificate of child(ren) or letter from doctor)
 - Offender (police record, letter from parole/probation or court documents)
 - Homeless/runaway (letter from shelter or social service agency)
 - Foster child (letter from Dept. of Children and Families)
 - Documented disability (letter from school, doctor or social service agency or school records – IEP or 504 Plan)
 - Basic Skills Deficient (Testing Required)

In order to process eligibility, scheduled intake sessions will be made available after the April 20th. **Youth who are under the age of 18 must be accompanied by their parent/guardian at the time of intake.**