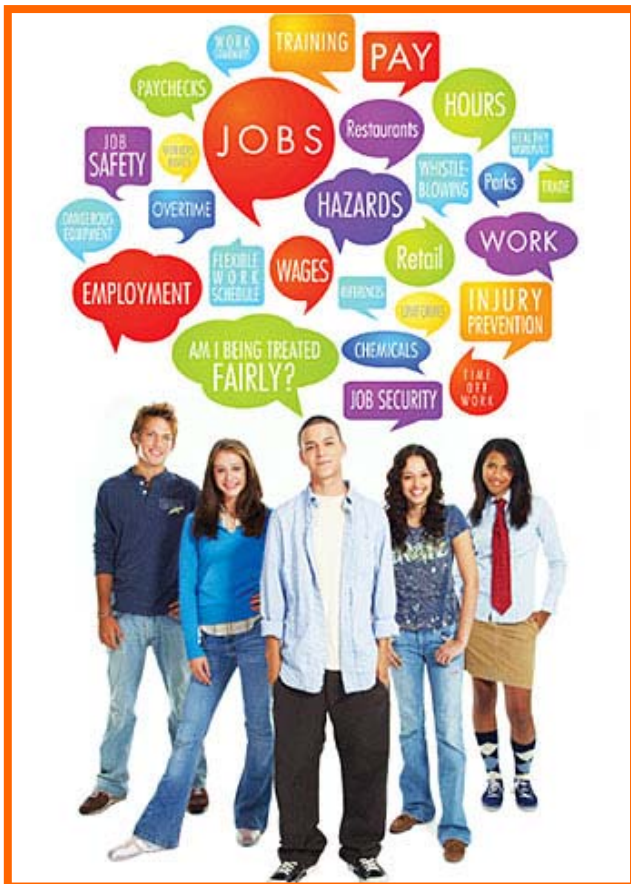


# YOUTH EMPLOYMENT OPPORTUNITY

2016-2017 YOUTHWORKS YEAR ROUND PROGRAM



## ARE YOU:

- BETWEEN THE AGES OF 17 - 21?
- IN NEED OF WORK ?
- LOW INCOME?
- A LAWRENCE RESIDENT?
- OUT of HIGH SCHOOL/COLLEGE?

If **YES** you may be eligible to **WORK!**

Applications will be reviewed by the ValleyWorks Career Center. Each participant must complete an application and provide eligibility documentation. Eligibility will be based on income.

**LIST OF REQUIRED ELIGIBILITY DOCUMENTATION ON THE BACK OF THIS FORM**

*Apply!!  
Today!!*

*First Come - First Served!*

**PROGRAM STARTS  
OCTOBER 24th, 2016**

All Applications must be completed and returned **in person** with the required documentation to:

**The ValleyWorks Career Center**

439 South Union Street, Bldg. 2, Suite 106, Lawrence, MA

**For more information please call  
Rosina Medina at 978-722-7051**

- Earn \$10.00 an hour
- Attain work readiness skills
- Attain work related experience
- Work up to 20 hours per week for 5 - 6 weeks

## **Required Eligibility Documentation Checklist**

**Youth must answer "YES" to the following 4 questions to qualify for the 2016-2017 YouthWorks Year Round Employment Program:**

- Are you between the ages of 17-21?  Yes  No  
Are you low income?  Yes  No  
Out of High School, college, and not working?  Yes  No  
Do you live in Lawrence, MA?  Yes  No

**Proof of Age and Work Eligibility: (*ONLY need ONE from the list below*)**

- U.S. Birth Certificate  Unexpired U.S. Passport  Unexpired Resident Alien Card (**both sides must be copied**)  
 Letter from Commonwealth of Massachusetts EOHHS Agency (for Foster Child and State Custody Youth, only)  
 Federal or State ID

**Picture ID: (*ONLY need ONE from the list below*)**

**NOTE: FOR YOUTH UNDER 18 YEARS OF AGE MAY USE A REPORT CARD IF YOU DO NOT HAVE AN ID**

- Massachusetts ID **ONLY FOR UNDER 18:**  Clinic, doctor, or hospital record

**Proof of Social Security Number: (*ONLY need ONE from the list below*)**

- Social Security Card  Letter from State Agency Verifying Number

**Proof of Selective Service (*Only for males 18 years or older*): (*ONLY need ONE from the list below*)**

- Selective Service Registration Card  Selective service online verification  Selective service registration record

**IF APPLICABLE - YOUTH RISK FACTORS:**

1.  Court Involved (Juvenile arrest, gang-involved, probation, CHINS, DYS-committed) - Must have letter from DYS or Probation
  2.  State Custody – (Foster Care/DCF) - Must have letter from DCF
  3.  Homelessness or runaway youth - Letter from individual providing temporary residence or Letter from Shelter/Social Service Agency
- OTHER YOUTH RISK FACTOR:**
- Have an IEP or a disability  Child of a single working parent  High school dropout or poor academic performance  
 Foreign immigrant or lack of English language fluency  Teen parent  NO RISK FACTOR

**Proof of Address: (*ONLY need ONE from the list below*)**

- Household Utility bill  Lease agreement  Letter from a State or Government Agency  Massachusetts ID  Other Mail

**Proof of Family Size: (*ONLY need ONE from the list below*)**

- Health cards for all family members  
 Lease agreement with family members listed  
 Public Assistance/Social Service/Public Housing Agency Records  
 Letter from Commonwealth of Massachusetts EOHHS Agency (for Foster Child and State Custody Youth, only)  
 Applicant Statement if no other forms of documentation are available – must be supported with corroborative contact or reliable witness  
 US Birth Certificates for all family members

**Proof of Income Eligibility: HIGHLY ENCOURAGE YOUTH TO PROVIDE FAMILY INCOME INFORMATION. WITHOUT INCOME ELIGIBILITY DOCUMENTATION, YOUTH APPLICATIONS WILL BE INCOMPLETE FOR MOST FUNDING.**

***ONLY need ONE of the following:***

- Public Assistance Records/Printout  
 Copy of Food Stamp Card with Current Dated Receipt or letter

**Youth may also submit ALL APPLICABLE documents from the list below**

- Last 4 Pay Stubs AND Previous year W-2  Social Security or SSDI Benefits Letter  Housing Authority Verification  
 Award letter from Veterans Administration  Workman's Compensation Award Letter  Pension Statement  
 Alimony Agreement  Court Award Letter  Quarterly Estimated Tax for the Self-Employed  
 Unemployment Insurance Documents  Written statement from other Federal, State, or Local agency (DCF, DYS, DMH, etc...)