



Michael R. Bloomberg
Mayor

City of New York
Department of Youth and Community Development
2008 Summer Youth Employment Program

APPLICATION INSTRUCTIONS



Jeanne B. Mullgrav
Commissioner

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 New York City residents between ages 14 through 21, as of July 1 2008, regardless of family income level. If you are a male 18 years of age or older, to be eligible to participate in SYEP you must be registered with the Selective Service System.

Each applicant may submit only one application.

To apply for SYEP:

- Visit www.nyc.gov/dycd and complete the application online.

OR

- Complete the attached application and return it to the community-based SYEP provider of your choice (a list of organizations throughout the City is attached).

The **DEADLINE** for submitting your application is **Friday, May 16, 2008**.

SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ELIGIBILITY OR PLACEMENT INTO THE PROGRAM.

- Completed applications will be entered into a lottery to determine those applicants who will be offered a position in SYEP.
- Enrollment into SYEP is subject to the verification of the information that you provide.

If you are selected for SYEP you will be notified by the SYEP provider to which you submitted your application and asked to submit additional documentation immediately (see attached *Required Documents Checklist*)

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 311 or 1.800.246.4646 and ask about SYEP.

The status of your application can be found at www.nyc.gov/dycd

(Turn over to next side)



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APPLICATION

One application will be accepted for each applicant. Completed applications will be entered into a lottery to determine those applicants who will be offered a position in the Summer Youth Employment Program. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ELIGIBILITY OR PLACEMENT INTO THE PROGRAM.

1. Social Security Number - -

2. Gender (Check one) Male Female

3. Last Name

4. First Name 5. Middle

6. Birth Date / / 7. Citizenship Status (Check one) U.S. Citizen Permanent Resident Alien Other

8. Street Address (number and street) 9. Apt # 10. Zip Code

11. Borough (Check one) Bronx Brooklyn Manhattan Queens Staten Island

12. Email Address

13. Name of Parent or Legal Guardian Last Name First Name

14. Phone Number - - 15. Emergency Contact Phone Number - -

16. Ethnicity (Check One) American Indian Asian (Non-Hispanic) Black (Non-Hispanic) Hispanic/Latino Pacific Islander White (Non-Hispanic) Other

17. Current educational status Student in HS or below College student HS graduate GED recipient Left HS before graduating

18. Current grade if in High School or below 19. If not in HS, last grade completed 20. If applicant is a male 18 and over, is he registered with Selective Service? Yes No

21. Check here if the applicant has a disability 22. Is applicant currently in the foster care system? Yes No

23. Is applicant or applicant's family currently receiving public assistance? Yes No If No, proceed to question 25.

24. Type of Public Assistance (Check all that apply) Family Assistance (formerly known as AFDC) Food Stamps S.S.I. Safety Net/HomeRelief Other

25. Total family income (gross) for the prior calendar year \$

26. Number of family members currently living in applicant's household

27. Is the applicant or any member of the household (0-64 years of age) covered by Medicaid, Child Health Plus, Family Health Plus or private medical insurance? Yes No

28. If NO, do you want to be contacted with information about public health insurance programs? Yes No

CERTIFICATION STATEMENT

I, the undersigned, certify that all information on this form is true and correct. I understand that my statements are subject to verification. I further understand that any false statements may subject me to criminal prosecution under both New York State Penal Laws, section 175.35 and Federal Law, 18 U.S.C.A. 1001, and to civil action for return of all monies received. I agree and accept that I will abide by all applicable rules and regulations of this program.

Applicant Signature _____ Date _____

Intake Officer Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(Required if applicant is under 18 years of age)

The status of your application can be found at www.nyc.gov/dycd



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REQUIRED DOCUMENTS CHECKLIST



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If you are selected for an SYEP position, you must submit to your SYEP provider, 2 pictures of yourself along with COPIES of one (1) item from categories 2-10 listed below (where applicable). These items are needed to officially complete your enrollment so that you are eligible for an SYEP job/placement. Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 2 and 5).

1.	Pictures
	Two (2) original, identical, recent passport photos (1" by 1") of the applicant.

2.	Proof of Age
	Birth Certificate OR
	Benefit Card OR
	Driver/Non-Driver's License OR
	Alien Registration Card OR
	Valid U.S. Passport

3.	Proof of Social Security Number
	Social Security Card

4.	Working Papers <i>(Must be age applicable)</i>
	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. If you are not attending school, call 311 or contact your local public high school.
	14 and 15 years of age: Blue Card
	16 and 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-688B, I-766 OR
	Certificate of Naturalization OR
	Employment Registration Card

6.	Proof of Address <i>(Dated within the last 6 months)</i>
	Home Utility Bill OR
	Current Lease OR
	Official Mail from a Federal, State or City Agency OR
	2008 SYEP Postcard

7.	Proof of Family Income <i>(Dated within the last 6 months)</i>
	<u>If Supported by Public Assistance</u>
	Current EBT Card (with parent/guardian name) AND a recent store receipt OR
	Current Benefit Budget Letter OR
	Official letter form Social Services (Must include applicant's name, Benefit # and date)
	OR
	<u>If Not Supported by Public Assistance</u>
	Two (2) consecutive pay stubs dated within the last six months <i>(Must include payee name, and gross income)</i> OR
	2007 W-2 form and one (1) pay stub dated within the last six months OR
	Current Pension Award letter OR
	Current SSA/SSI Award letter OR
	Unemployment Benefit Document dated within the last six months OR
	If self employed, 2007 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 <u>ONLY</u> if applicable	
9.	Selective Service Registration Card OR Selective Service "Online Receipt" <i>Required for males 18 years of age or older</i>
10.	Proof of Disability: Official documentation certifying disability status from a physician, ACS, School, HRA, Social Service agency or authorized entity.

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

The status of your application can be found at www.nyc.gov/dycd.



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LIST OF COMMUNITY-BASED SYEP PROVIDERS

BRONX

Community Association of Progressive Dominicans , 2268 Amsterdam Ave., 10032, 212-781-4956, 1 train to 181 st St or A train to 168 th St.	Police Athletic League New South Bronx Center , 991 Longwood Ave-10459, 718-389-5306, 6 train to Longwood Avenue
Kips Bay Boys & Girls Club , 1930 Randall Ave-10473, 718-893-8600 ext.261, 6 train to Parkchester/177th St then Bx39 bus to Randall Ave	Simpson Street Development Association , 997 East 163rd St-10459, 718-589-3595/1511, 6 train to Hunts Point, 2,5 train to Simpson St, Bx19 bus
Mosholu Montefiore Community Center , 3450 Dekalb Avenue-10467, 718-882-4000, 4 train to Mosholu Pkwy, Bx10,16,28,30,34 bus to Bainbridge & Gun Hill Rd	South Bronx Overall Economic Development Corporation , 555 Bergen Ave-10455, 3 rd Flr, 718-292-3616, 2,5 train to 3rd Ave
New York City Housing Authority , Any NYCHA Development Management Office. Dept. of Resident Employment Services, 350 Livingston Street, 6 th Fl., Brooklyn, 212-306-3985/3969	Wildcat Service Corporation , 560 E. 179 th St.-10457, 718-294-0230, 4 train to 176 th St,
Phipps Community Development , 1030 East 178th St-10460 , 718-542-0109, 2,5 train to East Tremont Ave/West Farms Sq.	Woodycrest Center for Human Development , 153 West 165th St-10452, 718-992-4256, 4 train to 161 st St Yankee Stadium, then Bx13 bus to 165 th St

BROOKLYN

Catholic Charities Neighborhood Svcs, Inc. , 200 Gold St-11201. 718-875-8801, A,C,F,2,3,4,5,N,R trains to Borough Hall	Police Athletic League , Schwartz PAL Center, 127 Pennsylvania Ave-11207, 718-389-5309, C train to Liberty Ave
Church Avenue Merchants Block Association , PS 269/1957 Nostrand Ave-11210 718-462-2597, 2,5 train to Newkirk Ave; or B41 to Foster Ave	Research Foundation/Medgar Evers College , 1150 Carroll St-11225, Rm 226, 718-270-6152/3, 2 train to President St, 3 train to Nostrand Ave or B49/44 bus to Carroll Street
Community Counseling & Mediation , 1 Hoyt St. 7th floor 11201,718-875-7751 x240, 2,3 train to Hoyt St	Ridgewood Bushwick SCC , 1474 Gates Ave-11237, 718-381-9653, L train to Myrtle Ave, M train to Wyckoff Ave
Cypress Hills Local Development Corporation , Franklin K Lane High School, 999 Jamaica Avenue Rm 304A-11208, 718-235-1521, J train to Elderts Lane	SCO Family of Services - Center for Family Life , 345 43rd St-11232, 718-788-3500, R train to 45 th St
Italian-American Civil Rights League , 1460 Pennsylvania Ave # 1B- 11239, 718-642-2180, A, J, L train to Broadway Jct then B83 bus to Geneva Loop	St. Mary's Community Services , 230 Classon Ave-11205, 718-230-0827, A/C train to Hoyt & Schermerhorn or G train to Classon Ave
National Society for Hebrew Day School , 1545 Coney Island Ave-11230, 718-252-4446, Q train to Avenue M	St. Nicholas NPC , 850 Grand Street-11211, Room 185, 718-599-9224 ext.22, L train to Grand St
New York City Housing Authority , Any NYCHA Development Management Office. Dept. of Resident Employment Services, 350 Livingston Street, 6 th Fl., Brooklyn, 212-306-3985/3969	Sesame Flyers International , 905 Winthrop St-11203, Room 127, 718-221-8880, 2,3,4 trains to Utica Ave Vanguard Urban Improvement Association , MS 258, 141 Macon St-11216, 718-453-3330, A,C train to Nostrand Ave B25/26/44 to Marcy Ave

MANHATTAN

Alianza Dominicana , 2410 Amsterdam Ave-10033 2nd floor, 212-740-1960, A, C, 1 trains to 181st Street	Henry Street Settlement , 367 Madison St 10002, 212-473-1474, F, J, M, Z train to Delancey/Essex St
Childrens Arts & Science Workshops , 686 West 204th St-10034. basement 212-740-8170, A, 1 train to 207th St. or M100/Bx7 to 207 th St	Immigrant Social Services , 137 Henry St-10002, 212-571-1840, F train to East Broadway
Chinese-American Planning Council , 165 Eldridge St-10013, 212 334-0083 J,M,Z to Bowery Street	New York City Housing Authority , Any NYCHA Development Management Office. Dept. of Resident Employment Services, 350 Livingston St, 6 th Fl., Brooklyn, 212-306-3985/3969
Community Association of Progressive Dominicans , 2268 Amsterdam Ave-10032, 212-781-4956, A,C trains to168th St or 1 train to181st St	New York City Mission Society , 646 Malcolm X Blvd-10037, 212-364-8400 x239, 3 train to 145th St
East Harlem Council for Community Improvement , 413 East 120th St-10035, 212-860-6820 x5211, 4, 5, 6 trains to 125th St./Lexington Ave.	STRIVE East Harlem Employment Service , 240 East 123rd St-10035, 3rd Flr, 212-360-1100, 4,5,6 trains to 125th St
Ecumenical Community Development , ECDO Community Partnership Center 413 West 125th St-10027 212-531-3211, A,B,C,D trains to 125th St	

QUEENS

Afrikan Poetry Theatre , 176-03 Jamaica Ave-11432, 718-523-3312, E,J train to Jamaica Center then Q110 bus to 177 th St or F train to 179 th St	La Asociacion Benefica Cultural Father Billini , 35-34 105th St-11368, 718-651-8427, 7 train to 103rd St
ChaRosa Foundation Corporation , 228-08 Linden Blvd 11411 or 90-25 161 Jamaica Ave-11432, 718-723-1400, E, J train to Jamaica Center then Q4 bus to 228th St	New York City Housing Authority , Any NYCHA Development Management Office. Dept. of Resident Employment Services, 350 Livingston Street, 6 th Fl., Brooklyn, 212-306-3985/3969
Goodwill Industries , 4-21 27 th St-11102, 718-278-9667, W train to Astoria Blvd	Police Athletic League Foster Laurie PAL Center , 199-10 112th Ave-11412, 718-398-5309, E train to Jamaica Center then Q83 bus to 199th St
Greater Ridgewood Youth Council , 62-04 Myrtle Ave-11385, 718-456-5437 ext 232, M train to Fresh Pond Rd, Q55 to Myrtle Ave & 62 nd St	Research Foundation/LaGuardia Community College , 29-10 Thomson Ave Rm C-314-11101, 718-482-5340, 7 train to 33rd St, E,V train to 23rd St Ely
HANAC Youth Services , 23-16 30th Ave-11102 3rd Flr, 718-204-2325, N,W trains to 30th Ave; or Q19A bus to 30 th Ave & 23 rd St	Rockaway Development & Revitalization Corporation , 1920 Mott Ave-11691 2nd Flr, 718-327-5300, A train to Mott Ave Far Rockaway
Jacob A. Riis Neighborhood Settlement , 10-25 41st Ave-11101, 718-784-7447, F train to 21st St/Queensbridge	Southern Queens Park Association , Roy Wilkins Park 177th St. & Baisley Blvd1 1434, 718-276-4630 ext 107, E train to Jamaica Center. then Q5, Q85 bus to Baisley Blvd

STATEN ISLAND

New York City Housing Authority , Any NYCHA Development Management Office. Dept. of Resident Employment Services, 350 Livingston Street, 6 th Fl., Brooklyn, 212-306-3985/3969	United Activities Unlimited , PS 18-221 Broadway-10310, 718-448-4834, H 44/46 to Castelton Ave or IS 2-333Midland Ave-10306, H78 bus to Hylan & Midland Ave
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