

New Hire in Training - Eligibility Criteria for On-the-Job Training (OJT) - Checklist 2

CURRENT EMPLOYEES NOT ELIGIBLE Use this checklist to determine the trainee eligibility for the OJT program. Requirements #1, #2, #3, #4, #5 and at least one of categories in #6 must be met. Trainee's proof of eligibility documentation has been indicated for each requirement. In addition to this checklist, proof of these requirements must be provided by the employer (if accepted to the OJT program), to SBS prior to/or at the scheduled Kick-off meeting.

<u>New Hire:</u>	<u>Business Name:</u>	<u>Recruited by:</u>	<u>Date:</u>
<p>1. Is at least 18 years of age, and is legally authorized to work in the United States;</p> <p>2. Has a valid Federal, State, or Local Government identification card (for example, a U.S. Passport, Driver's License, or NYC ID);</p> <p>3. Be a New York City resident, <u>as verified by the following documentation:</u> NYC Driver's license; non-drivers ID; or IDNYC card; Bill (cable, phone, utility, or insurance bill dated within last 60 days); Property document (current lease, property tax statement dated within last year, or mortgage payment receipt dated within last 60 days); Other acceptable documents showing valid address are: bank account statement, paystub, voter registration, jury summons or court order issued by NY State or Federal court within last 60 days, or income tax refunds dated within the last year; Letter of residence from the NYC Housing Authority (NYCHA) or a NYC Administration for Children's Services' foster care agency dated within the last 60 days, or from a homeless shelter confirming a stay within the past 15 days; or If the candidate has no stable address/is a survivor of domestic violence, a letter from a City agency, non-profit organization, or religious institution serving individuals without a home address or survivors of domestic violence dated within the last 30 days</p> <p>4. Hired as a permanent, W-2 employee of the business participating in the OJT Program, <u>as verified by the following documentation:</u> I-9 and W-4 forms</p> <p>5. All new hires <u>MUST fill out a Customer Information Form (CIF)</u> for consideration to participate in the OJT program</p> <p>6. AND, <u>MUST meet at least one of the following categories (6.1-6.4) and MUST provide supporting documentation for eligibility:</u></p> <p>6.1 Has been Unemployed for at least 27 weeks, and <u>must be verified by the following documentation:</u> NY State form proving Unemployment Insurance (Benefits) have expired; and/or Layoff Notice; and/or Employment Verification Letter from the individual's previous employer showing dates of employment and the job title + Self-Attestation form; and/or Self-Attestation form + an up-to-date Resume reflecting past employment</p> <p>6.2 Is qualified as a Veteran or a military spouse, <u>as verified by the following documentation:</u> DD214 and discharge papers required; and/or Veterans Administration (VA) identification card</p> <p>6.3 A recent Graduate within 2 years from College, High School or an occupational training/vocational program at the time of hire <u>as verified by the following documentation:</u> College Diploma and Transcript indicating the program has been completed; and/or High School Diploma or equivalent; and/or Official Training Program Certificate or completion documentation</p> <p>6.4 Is a resident of NYCHA or other subsidized housing program, <u>as verified by the following documentation:</u> <u>If the trainee is the head of household</u>, provide proof of participation of subsidized housing program via a voucher or lease; and/or <u>If not the head of household</u>, proof of a proof tenancy at the participating address or any documentation listed under NYC resident criteria (#3); and/or <u>If residing in a shelter</u> or other housing facility, proof of a proof tenancy at the shelter or facility (as indicated under NYC resident criteria #3 letter of residence)</p>			