



ELIGIBILITY DOCUMENT CHECKLIST

(Please submit one document under each section for verification)

Applicants under the age of 18 must submit a **PARENTAL CONSENT FORM** with appropriate signatures.

The applicant has provided document to verify **AGE (14 - 21).***

- Birth Certificate
- U.S. Passport
- Unexpired state-issued Driver's License, Learner's Permit, or Non-Driver's Identification Card
- Official School Record such as a transcript or report card from the current school year
- School ID
- Permanent Resident Card

**All documents verifying age must show the participant's age or date of birth.*

The applicant has provided document to verify **RESIDENCE in Washington, DC.***

- Unexpired state-issued Driver's License, Learner's Permit, or Non-Driver's Identification Card
- Official School Record such as a transcript or report card from the current school year
- Mail from a Federal or District Government Agency (dated within past 6 months)
- 2023 Income Tax Form 1040 (must be signed and notarized)
- Executed Lease or Rental Agreement dated within one year (must be signed and dated)
- 2023 W-2

** All documents verifying residence must show the participant's name and address.*

The applicant has a verified **SOCIAL SECURITY NUMBER.**

- Social Security Card
- Letter from the Social Security Administration (must show participant's name and SSN)
- 2023 W-2 (must show participant's name and SSN)

The applicant has provided document to verify **PERMISSION TO WORK in the United States.**

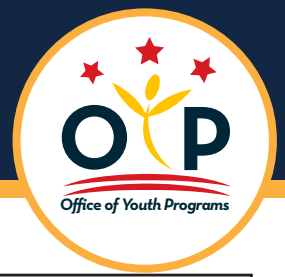
- A Photo ID and U.S. Birth Certificate or a Photo ID and a Social Security Card (Photo ID must be a state-issued driver's license, ID card, or school ID)
- Current Photo/Selfie with white background and US Birth Certificate and Social Security Card
- U.S. Passport, Permanent Resident Card, or INS Form I-766 with Unexpired Employment Authorization
- Unexpired Foreign Passport with I-551 Stamp or Attached INS Form I-94

(Consult Federal I-9 Form for Additional Acceptable Documents)

The applicant has provided document to verify **High School Enrollment/Attendance in the DCPS, DC Charter, Private School, or OSSE Verified Homeschooling.**

- Report Card, Progress Report, Transcript from 2023-2024 School Year
- School Verification Letter on School Letterhead from 2023-2024 School Year

OFFICE OF YOUTH PROGRAMS HIGH SCHOOL INTERNSHIP PROGRAM



For internal use only.

Youth Name: _____ Last 4 SSN: _____

Certification documents verified on: _____ at _____ (am/pm).

Certifying Documents:

- Fall Term (October 1, 2024 - January 31, 2025) Spring Term (February 3, 2025 - May 31, 2025)
- Proof of AGE Proof of PERMISSION TO WORK in the United States
 Proof of valid SOCIAL SECURITY NUMBER Proof of Parent/Guardian Consent
 Proof of DC RESIDENCY Proof of High School Enrollment/Attendance

COMPLETE: YES NO

MY HSIP Banking Quiz:

Please log into your HSIP Youth Portal and click the “My Banking” button to complete this step. You **MUST** complete your banking quiz by **11:59 pm** on **Saturday, August 17, 2024** to complete the certification process.

COMPLETE: YES NO

MY HSIP W-4:

Please log into your HSIP Youth Portal and click the “W-4” button to complete this step. You **MUST** complete your W-4 by **11:59 pm** on **Saturday, August 17, 2024**, to complete the certification process.

COMPLETE: YES NO

After review of all the required steps, your eligibility status is as follows:

- Certified - All steps have been completed. Please check your youth portal for your next steps!**
 Not Certified - You have not completed all the required steps.

ALL required steps must be completed no later than **11:59 pm** on **Saturday, August 17, 2024**. If you do not complete all steps by this date, you will not be eligible to participate in the 2024-2025 School Year Internship Program

Please check our website summerjobs.dc.gov for a listing of dates and locations where you can bring your documents.

NOTES: _____

OYP Representative Signature

Date