



# 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 - 24).**\*

- 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)



# MAYOR MARION S. BARRY, JR. SUMMER YOUTH EMPLOYMENT PROGRAM



*For internal use only.*

Youth Name: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

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

### Certifying Documents:

- Proof of AGE
- Proof of valid SOCIAL SECURITY NUMBER
- Proof of DC RESIDENCY
- Proof of PERMISSION TO WORK in the United States
- Proof of Parent/Guardian Consent

COMPLETE:  YES  NO

### MY MBYSEP Banking Quiz:

Please log into your MBYSEP Youth Portal and click the “My Banking” button to complete this step.

You **MUST** complete your banking quiz by 11:59 pm on **Friday, May 31, 2024**, to complete the certification process.

COMPLETE:  YES  NO

### MY MBSYEP W-4:

Please log into your MBYSEP Youth Portal and click the “W-4” button to complete this step. You **MUST** complete your W-4 by 11:59 pm on **Friday, May 31, 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, March 23, 2024**. If you **do not** complete all steps by this date, you will not be eligible to participate in the program this summer.

Please check our website [summerjobs.dc.gov](http://summerjobs.dc.gov) for a listing of dates and locations where you can bring your documents.

NOTES: \_\_\_\_\_

\_\_\_\_\_  
OYP Representative Signature

\_\_\_\_\_  
Date