



# CAREER READY EARLY SCHOLARS PROGRAM

*This is not your typical summer experience.*



## ELIGIBILITY DOCUMENT CHECKLIST

(Please submit one document under each section for verification)

All applicants must submit a **PARENTAL CONSENT FORM** with appropriate signatures.

The applicant has provided document to verify **AGE (9-13 years-old)**. \* *Youth must be 9 years-old by September 30, 2025.*

- Birth Certificate
- U.S. Passport
- Official school record such as a transcript or report card from the current school year
- Permanent Resident Card

*\* All documents verifying age must show the participant's name and date of birth.*

The applicant has provided document to verify **RESIDENCY**.  
All documents must show parent/guardian name and address.

### ONE item is needed from this list.

- A valid **pay stub** issued within 45 days of DOES' review of this form. Must contain withholding of only DC personal income tax for the current tax year and no other states listed for deduction, even if the amount is zero. It must also show a DC personal income tax withholding amount greater than zero for both the current tax year and current pay period.
- **Unexpired official documentation of financial assistance from the Government of the District of Columbia**, issued to the enrolling person within the past 12 months and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, Supplemental Security Income, housing assistance or other programs.
- **Certified copy of Form D40** by the DC Office of Tax and Revenue (OTR), with evidence of payment of DC taxes for the current or most recent tax year and must bear the OTR stamp.
- **Military housing orders or statement on military letterhead**, issued within the past 12 months and current at the time presented to the school. The housing order must be an official correspondence and cite the specific DC address of residence. The order must indicate that the enrolling person is currently residing and not an intent to reside.
- **Embassy letter** issued within the past 12 months. Must contain an official embassy seal and signature of embassy official; and indicate that the enrolling person currently resides, or will reside, on embassy property in DC during the relevant school year.

or

### TWO different items are needed from this list.

- **DC motor vehicle operator's permit** or official government-issued non-driver identification that is valid and unexpired.
- **DC motor vehicle registration** that is valid and unexpired. Temporary registrations are not acceptable.
- **Lease or rental agreement (including a military lease)** that is valid and unexpired **with a separate proof of payment of rent**, such as receipt of payment, money order, or copy of cashed check. *The lease must* contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling youth's parent/guardian. *The separate proof of payment* must be for a period within two months immediately preceding the DOES review of this form and match the monthly rent amount stated on the lease.

Please review the reverse side.





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## The applicant has provided a **PHOTO for Proof of IDENTITY.**

- A Photo ID (photo ID must be a DC One Card or a school ID)
- Current Photo
- 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

*For internal use only.*

Youth Name: \_\_\_\_\_

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

### Documents Received:

- |   |  |
|---|--|
| <input type="checkbox"/> Proof of AGE                     | <input type="checkbox"/> Proof of DC RESIDENCY |
| <input type="checkbox"/> Proof of Parent/Guardian Consent | <input type="checkbox"/> Proof of IDENTITY     |

**COMPLETE:**  YES  NO

All required steps must be completed no later than **4:00 pm on Saturday, March 1, 2025** for the spring session. All required steps must be completed no later than **10:00 pm on Saturday, March 22, 2025** for the summer session. If you do not complete all steps by this date, you will not be eligible to participate in the 2025 Career Ready Early Scholars Program.

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

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

\_\_\_\_\_  
**Date**

