

Instructions:

The Work, Learn & Grow Employment Program (WL&GEP) offers work experience, teaches valuable employment skills, and provides you with a fall – winter income. WL&GEP educational activities will enhance your employment experience, allowing you to develop career awareness, understanding of personal money management, and work-related social skills.

WL&GEP is open to 2015 Summer Youth Employment Program or In-School Youth Internship participants between ages 14 through 24, as of **October 26th, 2015** and are currently attending school.

Each applicant may submit only ONE application

All applications must have a unique Email address and Social Security Number used to identify the applicant.

To apply for WL&GEP:

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

OR

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

Do NOT mail in your application to DYCD or the WL&GEP Provider.

The DEADLINE for submitting your application is **Friday October 16th, 2015**.

SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE INTO THE PROGRAM.

Selection is contingent upon the computerized lottery system and available positions based on program funding.

If you are selected for WL&GEP you will be notified by the WL&GEP Provider to which you submitted your application and asked to submit additional documentation immediately.
(See attached Required Documents Checklist)

Note: A current picture ID must be submitted with all documents.

Failure to submit required documentation as instructed will make you ineligible to participate in WL&GEP.

For more information or if you have questions about completing this form or the required documents, please call 1.800.246.4646 or 311 and ask about WL&GEP.

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

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 Work, Learn & Grow Employment Program. **SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ELIGIBILITY OR ENROLLMENT INTO THE PROGRAM.** The following application items: Spoken Language, Disability Status is voluntary and will be treated with confidentiality. They cannot be used to affect your status in receiving employment, benefits and/or services. Information provided may be used by the City of New York to improve City services or to access additional funding.

1. Social Security Number (Please be accurate)																																
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2. Last Name						3. First Name						4. MI																				
5. Birth Date (MM/DD/YYYY)						6. Gender (Check one)			7. Citizenship Status (Check one)																							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height:20px;"></td> </tr> </table>												<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident Alien <input type="checkbox"/> Other																	
8. Selective Service Registration # & Date- Males 18 years of age must be registered with the Selective Service System to participate in the program (if you have not already registered; visit www.sss.gov .)								9. Alien Number :				USCIS Form #:																				
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10. Street Address (Number And Street)						11. Apt.			12. Zip Code																							
13. Do you live in a NYCHA Housing Development?						<input type="checkbox"/> No If No; Go to question 14.			<input type="checkbox"/> Yes If Yes, Name the Development:																							
14. Borough (Check One)			15. Ethnicity (Check One)			16. Other than English, what language(s) are you most comfortable speaking?																										
<input type="checkbox"/> Bronx <input type="checkbox"/> Queens <input type="checkbox"/> Brooklyn <input type="checkbox"/> Staten Island <input type="checkbox"/> Manhattan			<input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian (Non-Hispanic) <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Black (Non-Hispanic) <input type="checkbox"/> White (Non-Hispanic) <input type="checkbox"/> Other			<input type="checkbox"/> Spanish <input type="checkbox"/> Korean <input type="checkbox"/> Chinese <input type="checkbox"/> Arabic <input type="checkbox"/> Russian <input type="checkbox"/> Haitian Creole <input type="checkbox"/> Other-																										
17. Applicant's Home Phone #				18. Applicant's Cell Phone #				19. Applicant's Email																								
20. Name of Parent or Legal Guardian (Last Name)				First Name				21. Emergency Contact Phone #																								

Educational Status

22. Student Type: Full-Time Student Part-Time Student

23. Middle School or below High School What is your current grade? _____ What school do you attend? _____

College student Post-Secondary Training

Income & Other Information

24. Total family income (gross) for the last SIX months \$ _____

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

26. Is applicant or applicant's family currently receiving public assistance? Yes No; If "No"; Go to 28.

27. Type of Public Assistance (Check all that apply)

<input type="checkbox"/> Family Assistance (formerly known as AFDC)	<input type="checkbox"/> SSI
<input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP)	<input type="checkbox"/> Other: Please List Below
<input type="checkbox"/> Safety Net/Home Relief	

Additional Applicant Information

28. Is the applicant any of the following (Check all that apply)

<input type="checkbox"/> Disabled	<input type="checkbox"/> Homeless/Runaway	<input type="checkbox"/> ACS Preventative Services	<input type="checkbox"/> Served In the Military
<input type="checkbox"/> Foster Care	<input type="checkbox"/> Offender/Justice Involved	<input type="checkbox"/> Parent	<input type="checkbox"/> Does Not Apply

29. What is the applicant's long-term career goal? _____

30. Do you have any previous work experience? Yes No

31. 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

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

CERTIFICATION OF ACCURACY: 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 _____	Parent/Guardian Signature _____	Date _____
SYEP Provider Intake Officer Signature _____	Date _____	The status of your application can be found at www.nyc.gov/dycd	

If you are selected; to accept the job; you must show a picture I.D, Social Security Card and your current report card (if you are in school). In order to be placed in a job, you will need to bring certain documents to your WL&GEP provider. You must submit **COPIES** of one (1) item from categories 1-9 listed below as it applies to you. **These items are needed to officially complete your enrollment so that you are eligible for a WL&GEP job.** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 3 and 6).

Reminder: ONLY COPIES OF THESE DOCUMENTS WILL BE ACCEPTED

<p>1. Proof of Identity</p> <p><input type="checkbox"/> Official Picture ID (school, city, state, government issued) New: IDNYC will be accepted</p>	<p>6. Proof of Citizenship/Alien Status</p> <p><input type="checkbox"/> Valid U.S. Passport OR <input type="checkbox"/> U.S. Birth Certificate OR <input type="checkbox"/> Alien Registration Card OR <input type="checkbox"/> I-94 , I-551, I-797 OR <input type="checkbox"/> Certificate of Naturalization OR <input type="checkbox"/> Employment Registration Card</p>
<p>2. Proof of Employment Authorization</p> <p><input type="checkbox"/> Report Card (dated within the last 6 mos)OR <input type="checkbox"/> Official School Transcript OR <input type="checkbox"/> NYS Driver/Non-Driver’s License OR <input type="checkbox"/> Voter’s Registration Card OR <input type="checkbox"/> U.S. Military Card /Draft Record OR</p>	<p>7. Proof of Address (<i>Dated within the last 6 months</i>)</p> <p><input type="checkbox"/> Home Utility Bill OR <input type="checkbox"/> Current Lease OR <input type="checkbox"/> Current Cable Bill (<i>Must have Phone Service Listed</i>) <input type="checkbox"/> Official Mail from a Federal, State or City Agency</p>
<p>3. Proof of Age</p> <p><input type="checkbox"/> Birth Certificate OR <input type="checkbox"/> Benefit Card OR <input type="checkbox"/> NYS Driver/Non-Driver’s License OR <input type="checkbox"/> Alien Registration Card OR <input type="checkbox"/> Valid U.S. Passport</p>	<p>8. WL&GEP Application</p> <p><input type="checkbox"/> A signed WL&GEP application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.</p>
<p>4. Proof of Social Security Number</p> <p><input type="checkbox"/> Social Security Card (ONLY)</p>	<p>9. Selective Service (<i>If applicable</i>)</p> <p><input type="checkbox"/> Registration Card OR Selective Service “Online Receipt” ONLY-Required for males 18 years of age or older</p>
<p>5. Working Papers (<i>Must be age applicable</i>) If you are under the age of 18 at the time of placement, you must submit your most current working papers. Working papers can be acquired through your school or district office. If you are not attending school, call 311 or contact your local District Office.</p> <p><input type="checkbox"/> 14 and 15 years of age: Blue Card <input type="checkbox"/> 16 and 17 years of age: Green Card</p>	<p>11. Proof of School Status</p> <p><input type="checkbox"/> Report Card (dated within the first school term) <input type="checkbox"/> Transcript with School Name and Current Term <input type="checkbox"/> Program Card/ Class Schedule <input type="checkbox"/> Official School Letter (dated within the first school term on letterhead)</p>

*Please note: all references to the word **current** mean 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.

		Service Option 1 (Younger Youth 14-15 years old)		Service Option 2 (Older Youth 16-24 years old)	
BRONX		Community Association of Progressive Dominicans MS 117 Joseph H. Wade School Middle School, 1865 Morris Avenue, RM 140; 718-466-1806 B train to 175th St./ D train to Tremont Ave./ Bx36 bus to Tremont	Kips Bay Boys & Girls Club 1930 Randall Ave, 10473; 718-893-8600 6 train to Parkchester/177th St. then Bx39 bus to Randall Ave	Community Association of Progressive Dominicans MS 117 Joseph H. Wade School Middle School, 1865 Morris Avenue, RM 140; 718-466-1806 B train to 175th St./ D train to Tremont Ave./ Bx36 bus to Tremont	Kips Bay Boys & Girls Club 1930 Randall Ave, 10473; 718-893-8600 6 train to Parkchester/177th St. then Bx39 bus to Randall Ave
		Mosholu Montefiore Community Center 3450 DeKalb Avenue; 10467 Bronx; 718-882-4000 x338 # 4 Train to Mosholu Pkwy.	South Bronx Overall Economic Development Corporation 555 Bergen Ave; 3rd FL; 718-732-7608 2, 5 train to 3rd Ave 149th St	Mosholu Montefiore Community Center 3450 DeKalb Avenue; 10467 Bronx; 718-882-4000 ext 338 4 Train Uptown to Mosholu Parkway	Phipps Neighborhood 1071 A E Tremont Avenue 10460; 646-529-1685 2, 5 train to West Farms Road/Boston Road & East Tremont
		The Children's Aid Society 1522 Southern Blvd. 10460 917-286-1535 2 or 5 train to 174 th ST		Simpson Street Development Association 997 East 163rd St; 10459 - 718-589-1510 6 train to Hunts Point/2,5 train to Simpson St	South Bronx Overall Economic Development Corporation 555 Bergen Ave; 3rd FL; 718-732-7608 2, 5 train to 3rd Ave 149th St
				Wildcat 1011 Washington Avenue; 10457 718-585-4205 2 train to 149 th & 3 rd Ave Bx15, 6, 21 to 163 rd Avenue	
BROOKLYN		Service Option 1 (Younger Youth 14-15 years old)		Service Option 2 (Older Youth 16-24 years old)	
		CAMBA 2211 Church Ave, Room 210 718-462-4244 xt. 79260 B, Q, or 2 train to Church Ave	Chinese American Planning 4101 8 th Ave 4 th floor, 11232 - 718-492-0409/718-685-3309 D train to 9 th Ave B70 bus running on 8 th Ave line	Bedford Stuyvesant Restoration 1406 Fulton St. 718 636-6980 A-Train or C- Train to Nostrand Ave B44 or B25 to Fulton Street	CAMBA 2211 Church Ave, Room 210 718-462-4244 xt. 79260 B, Q, or 2 train to Church Ave
		Community Counseling and Mediation 810 Classon Avenue 11238; 718-230-5100 2,3,4,5 train to Franklin Ave	Cypress Hills LDC 2930 Fulton St. 11207 718-676-1544 J- Train to Cleveland Street C- Train to Shepherd Avenue	Catholic Charities Neighborhood Svcs. 191 Joralemon St. 1 st fl. 11201 718 722-6228 2,3,4,5 train Borough Hall	Community Counseling and Mediation 810 Classon Avenue 11238; 718-230-5100 2,3,4,5 train to Franklin Ave
		Research Foundation CUNY – Medgar Evers College Campus 1534 Bedford Avenue, 2 nd fl – 11216 718-804-8860/1 2,3,4,5 train to Franklin Avenue	St. Nick's Alliance Corporation 850 Grand Street, Rm. 184; 11211 718-599-9224 ext. 25 L train to Grand /B43- Stops on Graham Ave. & Grand St	Cypress Hills LDC 2930 Fulton St. 11207 718-676-1544 J- Train to Cleveland Street C- Train to Shepherd Avenue	Italian American Civil Rights League 1460 Pennsylvania Ave #1B 718 642-2180 B82 or B83 bus to Pennsylvania Avenue & Geneva Loop
				Police Athletic League 985 Rockaway Avenue - 11212; 718-947-7640 3 Train to Rockaway Avenue	Ridgewood Bushwick SCC 1474 Gates Ave, 11237; 718-381-9653 L train or M train to Myrtle/Wyckoff Ave
				SCO Center for Family Life Sunset Park High School 153 35th St. 11232; 718-840-1640 N or D Train to 36 th Street R Train to 36 th Street	St. Nick's Alliance Corporation 850 Grand Street, Rm. 184; 11211 718-599-9224 ext. 25 L train to Grand /B43- Stops on Graham Ave. & Grand St
MANHATTAN		Service Option 1 (Younger Youth 14-15 years old)		Service Option 2 (Older Youth 16-24 years old)	
		Catholic Charities – Archdiocese School I.S 143 515 West 182nd Street Room B2 NY, NY 10033 212-795-1490 ext. 103	El Barrio's Operation Fightback 413 East 120 th St. Suite 401; 10035 212-427-7080 4 Train Uptown to 125 th St.	Catholic Charities – Archdiocese School I.S 143 515 West 182nd Street Room B2 NY, NY 10033 212-795-1490 ext. 103	Chinatown Manpower 70 Mulberry St. 3 rd Fl.; 10013 212-571-1690 ext. 222/245 6 Train to Canal street
		New York City Mission Society 646 Malcolm X Blvd.; 10037 212-368-8400 3 Train uptown to 145 th Street	The Children's Aid Society 4 West 125 th Street, 3 rd Fl 10017 917-286-1535 – 2, 5 train to 125 th Street	El Barrio's Operation Fightback 413 East 120 th St. Suite 401; 10035 212-427-7080 4 Train Uptown to 125 th St.	Henry Street Settlement 301 Henry Street; 10002 212-254-3100 ext. 214 F train to East Broadway/ M14A Bus to Henry Street
				Inwood Community Services 651 Academy St. 10034 -212-942-0043 A Train Uptown to Dyckman St.	Police Athletic League 441 Manhattan Avenue; 10026 718-947-7640 A or C train to 125 th St, Cor. of 119 th St
				The Children's Aid Society 4 West 125 th Street, 3 rd Fl 10017 917-286-1535 – 2, 5 train to 125 th Street	YM-YWHA of Washington Heights & Inwood 54 Nagle Avenue; 10040; (212) 569-6200 ext. 239; 1 train to the Dyckman St. stop or Bx7 or M100 bus to Broadway& Nagle Ave

		Service Option 1 (Younger Youth 14-15 years old)		Service Option 2 (Older Youth 16-24 years old)	
QUEENS		Central Queens-YM & YWHA 67-09 108 th Street; Forest Hills 11375 718-268-5011 E or F train to 71 Street & Continental Q23 bus to 67 th Avenue	Greater Ridgewood Youth Council 59-03 Summerfield St. 11385; 718-456-5437 ext. 232 M train to Forest Ave walk to Summerfield St	Central Queens-YM & YWHA 67-09 108 th Street; Forest Hills 11375 718-268-5011 E or F train to 71 Street & Continental Q23 bus to 67 th Avenue	Greater Ridgewood Youth Council 59-03 Summerfield St. 11385; 718-456-5437 ext. 232 M train to Forest Ave walk to Summerfield St
		HANAC 23-16 30 th Avenue; Astoria 11102 718-204-2325 N or Q train to 30 th Ave Q69 bus to 30 th Ave & 21 st Street	LaGuardia/ Research Foundation 29-10 Thomson Ave. C-314 LIC; 11101 718-609-2132/718-482-5340 E, M, G train to 23rd St. and Court Square/7 train to 33rd and Rawson	Chinese American Planning 136-18 39 th Avenue, 8 th fl. Flushing 11354 718-358-8899 F train to 42 nd St take 7 train to last stop	HANAC 23-16 30 th Avenue; Astoria 11102 718-204-2325 N or Q train to 30 th Ave Q69 bus to 30 th Ave & 21 st Street
		Rockaway Development & Revitalization Corp 1920 Mott Avenue 11691 Far Rockaway 718-327-5300 xt.227 A-Train to Far Rockaway		LaGuardia/ Research Foundation 29-10 Thomson Ave. C-314 LIC; 11101 718-609-2132/718-482-5340 E, M, G train to 23rd St. and Court Square /7 train to 33rd and Rawson	Police Athletic League 116-25 Guy Brewer Blvd. 11434; 718-947-7640 E train to Jamaica Center, Q111 or Q113 bus to Archer Ave (btw. Foch & Linden Blvd)
				Queens Community House 108-25 62 nd Drive 11375; 718-592-5757 ext. 224 F train to 71 st Continental Ave bus to Q23 to 62 nd Drive.	Rockaway Development & Revitalization Corp 1920 Mott Avenue 11691 Far Rockaway 718-327-5300 xt.227 A-Train to Far Rockaway
				The Child Center of NY 121-10 Rockaway Blvd. South Ozone Park; 11420 - 347-528-3949 A Train to Rockaway Blvd. Q7 or Q41 to 121 st Street	
STATEN ISLAND		Service Option 1 (Younger Youth 14-15 years old)		Service Option 2 (Older Youth 16-24 years old)	
		United Activities Unlimited PS 18 @221 Broadway 10310; 718-448-4834 S53 bus to Broadway & Castleton Ave		United Activities Unlimited PS 18 @221 Broadway 10310; 718-448-4834 S53 bus to Broadway & Castleton Ave	