



## Hire LA: City GF ELIGIBILITY CHECKLIST

ELIGIBILITY CRITERIA	DOCUMENTATION
<p style="text-align: center;"><b>Age</b> (14-24 years old)</p>	<ul style="list-style-type: none"> <li>▪ Birth Certificate</li> <li>▪ Federal, state, or local government issued identification card - unexpired</li> <li>▪ U.S. Passport</li> <li>▪ School Record</li> <li>▪ Hospital record of birth</li> <li>▪ Passport - unexpired</li> <li>▪ School records or identification card w/ DOB</li> <li>▪ Decree of court</li> <li>▪ Native American Tribal Document</li> <li>▪ Tribal Record with Date of Birth</li> <li>▪ Written confirmation from social service agency. (Foster, Justice involved youth)</li> </ul>
<p style="text-align: center;"><b>Right-to-Work</b></p>	<p><u>I-9 documentation</u> (See attached list of acceptable documents)</p> <ul style="list-style-type: none"> <li>▪ One item from List A <span style="padding-left: 100px;"><u>or</u></span></li> <li>▪ One item from List B <b>and</b> One item from List C</li> </ul> <p style="text-align: center;"><b>*Note Valid Social Security Cards are required for YOM Sites</b></p>
<p style="text-align: center;"><b>Income</b></p> <p>To be program eligible, the family income must meet or be lower than the income amount for the family size as described in Income Guidelines on the <i>City of Los Angeles Economic &amp; Workforce development Department Summer Youth Employment Program Family Income Self- Certification Form.</i>)</p>	<ul style="list-style-type: none"> <li>▪ <i>City of Los Angeles Economic &amp; Workforce development Department Summer Youth Employment Program Family Income Self-Certification Form.</i> The form must be fully completed with the box that reads “at or below” to indicate the total 6-month family income, and the form must be signed and dated appropriately. <b>*Note: If youth indicate they are homeless, foster, youth with disability, CalWORKS/food stamp recipient or qualifies for free lunch youth must provide back-up documentation and <u>it cannot be older than 6 months.</u></b></li> <li>▪ Homeless- Written statement from individual providing temporary housing, self-attestation, written statement from shelter or written statement from social service agency</li> <li>▪ Foster Youth- Written confirmation from social</li> </ul>

	<p>service agency or court records</p> <ul style="list-style-type: none"> <li>▪ Youth with disability- Social Security Administration disability record, medical records, school record social service record, workers compensation record, telephone verification, self-attestation, telephone verification, or other verifiable documentation</li> <li>▪ CalWORKS or Food Stamp Recipient- Notice of Action, or verifications of benefits or data dump for CalWORKS</li> <li>▪ Qualifies for free lunch- School record, official statement or other verifiable documentation</li> </ul>
<p><b>City of Los Angeles Residency</b>  Note: Documentation cannot <b>be older than six (6) months</b>. If the documentation is not in the name of the Participant or parent/guardian, provide an additional piece of mail addressed to the Participant; <b>also, confirm that the address is in the City of Los Angeles by entering it in <a href="http://neighborhoodinfo.lacity.org/">http://neighborhoodinfo.lacity.org/</a> or any of the following city map links: <a href="http://navigatela.lacity.org/common/mapgallery/index.htm">http://navigatela.lacity.org/common/mapgallery/index.htm</a> City Planning (The white areas are not City) <a href="http://zimas.lacity.org/map.aspx">http://zimas.lacity.org/map.aspx</a></b></p> <p><i>Note: <b>Agencies may request out of area waiver from program monitor. Approval is needed prior to enrollment</b></i></p>	<ul style="list-style-type: none"> <li>▪ DWP or other utility bill</li> <li>▪ Public assistance record</li> <li>▪ School records (<b>A Work Permit is <u>not</u> considered a school record.</b>)</li> <li>▪ Rent/Lease agreement</li> <li>▪ Landlord statement</li> <li>▪ Written statement from individual providing temporary residence</li> <li>▪ California identification card or California driver license</li> <li>▪ Mail from government agency</li> <li>▪ Bank statement</li> <li>▪ Rent Receipt</li> </ul>
<p style="text-align: center;"><b>Work Permit</b>  <i>(Required for youth ages 14-17)</i>  <b>Note: Work Permit is not required for high school graduates or for youth that have passed High School Proficiency Examination.</b></p>	<ul style="list-style-type: none"> <li>▪ Work Permit</li> <li>▪ High School Diploma for high school graduate or High School Proficiency Certificate (HiSet) for youth that passed High School Proficiency Exam</li> </ul>
<p style="text-align: center;"><b>Photo Identification</b>  <i>(Needed to prove applicant's identity and to deter identity fraud/theft.)</i></p>	<ul style="list-style-type: none"> <li>▪ Government Issued ID (unexpired)</li> <li>▪ U.S. Passport (unexpired)</li> <li>▪ School ID</li> </ul>