

Tier 1 Eligibility Checklist

Youth Applicant Name: _____

Youth Email Address: _____

Youth Phone Number: _____

Youth T-shirt size (adult size): _____ Placement: _____

Documents cannot be expired at the time of application.

Do not email or text these forms/ documents. Must print packet one-sided.

1. Proof of Birth + U.S. Work Authorization

You only need ONE of the following:

- United States of America Birth Certificate
- United States Passport or U.S Passport Card
- Permanent Alien Resident Card (Copy of front and back of card required)
- Foreign Passport with Visible 1-551 Stamp
- Letter from the Commonwealth of Massachusetts EOHHS Agency specifying date of birth and social security number (*ONLY for Foster Child and State Custody Youth*)

2. Picture ID

You only need ONE of the following:

- School ID Card
- Unexpired Massachusetts issued Driver's License or State ID Card
- School Record or Report Card
- Hospital/ Clinic Record (*i.e. immunization record*)

3. Social Security Card (*must bring original*)

4. Proof of Home Address

You only need ONE of the following:

- Massachusetts issued Driver's License or State ID Card
- School Record or Report Card containing the address
- Utility bill with home address displayed (*i.e. phone, gas, electric bill*)
- *Lease agreement*
- *Letter from a State or Government Agency indicating residency address*
- *Other Official Mail*

Youth Name: _____

5. Income Eligibility

You only need ONE of the following:

- a. For Public School Students ONLY
 - ☐ Youthworks Free or Reduced Lunch Verification Form completed by school-authorized staff sealed/stamped. *We cannot take the general free lunch form. You must bring our form.*
- b. If you do not attend public school or cannot provide the *Free or Reduced Lunch Verification Form* you must provide one of the following:
 - ☐ Public Assistance Records/Printout (copy of Food stamps/SNAP card AND Current dated receipt or letter)
 - ☐ Social Security or SSDI Benefits Letter
 - ☐ Housing Authority Income Verification
 - ☐ Income Eligibility Self-Attestation Form AND last 2 pay stubs PLUS last years W-2's for each parent/ guardian within the household

6. Risk Factors:

- ☐ Court Award Letter
- ☐ Statements written from other Federal, State, or Local Agency (*DCF, DYS, DMH, etc.*)
- ☐ Homelessness
 - Shelter/Social Service Agency Letter
- ☐ Applicant Statement (*ask YouthWorks staff for form*)

7. Permissions to use Visual Image (*If under 18 parent/ guardian must sign*)

8. Confidentiality Statement Release (*If under 18 parent/ guardian must sign*)

9. Wage Documentation

- ☐ W9

10. Financial Institution Direct Deposit Form

This form is provided by your bank, it must have the participants' full name, account number, and type of account (i.e. saving or checking)

11. Participant Agreement

For internal use only:

Review Date: _____ YSS: _____ Youth Signature: _____

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