If you are selected from the lottery or recruited for a summer opportunity, you will need to bring certain documents to your Ladders 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 Ladders for Leaders. Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 2 and 7).

Reminder: ONLY COPIES OF THESE DOCUMENTS WILL BE ACCEPTED

1. Proof of Identity
   □ Official Picture ID (school, city, state, government issued)
     (DNYS Municipal ID will be accepted)

2. Proof of Age
   □ Birth Certificate OR
   □ Benefit Card OR
   □ NYS Driver/Non-_driver’s License OR
   □ Alien Registration Card OR
   □ Valid U.S. Passport

3. Proof of Social Security Number
   □ Social Security Card (ONLY)

4. Proof of Address (Dated within the last 6 months)
   □ Home Utility Bill OR
   □ Current Lease, Mortgage, Deed OR
   □ Current Cable Bill (Must have Phone Service Listed) OR
   □ Official Mail from a Federal, State or City Agency

5. Ladders Application
   □ A signed SYEP application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.

6. Proof of Employment Authorization
   □ Report Card (dated within the last 6 mos) OR
   □ Official School Transcript OR
   □ NYS Driver/Non- Driver’s License OR
   □ Voter’s Registration Card OR
   □ U.S. Military Card / Draft Record OR

7. Proof of Educational Status
   □ Official High School Transcript OR
   □ Official College Transcript OR
   □ Unofficial College Transcript w/ copy of College ID

8. Proof of Citizenship/ Alien Status
   □ Valid U.S. Passport OR
   □ U.S. Birth Certificate OR
   □ Alien Registration Card OR
   □ I-94, I-551, I-797 OR
   □ Certificate of Naturalization OR
   □ Employment Registration Card

9. Proof of Family Income (Dated within the last 6 months)
   If Supported by Public Assistance
   □ Current EBT Card (with parent/guardian name) AND a recent store receipt OR
   □ Current Benefit Budget/SNAP Letter OR
   □ Official letter from Social Services (Must include applicant’s name, Benefit # and date) OR
   If Not Supported by Public Assistance
   □ Two (2) consecutive pay stubs dated within the last six months (Must include payee name, and gross income) OR
   □ 2019 W-2 form and one (1) pay stub dated within the last six months OR
   □ Current Pension Award letter OR
   □ Current SSA Award letter OR
   □ Unemployment Benefit Document dated within the last six months OR
   □ If self-employed, 2018 Tax Return including Schedule "C" or "E" (if receiving rental income)

10. Working Papers (Must be age applicable)
    Working papers can be acquired through your school. If you are not attending school, call 311 or contact your local District Office.
    Required for Youth under 18 years of age ONLY
    □ 16 and 17 years of age: Green Card

11. Please provide ONLY if applicable
    □ Selective Service Registration Card OR
    Selective Service “Online Receipt” Required for males 18 years of age or older
    □ Proof of Disability: Official documentation as applicable certifying disability from a physician, ACS, HRA, School, Social Service agency or authorized entity.

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.