



# Summer Youth Employment Program Universal Application

Thank you for your interest in the 2025 Summer Youth Employment Program (SYEP) through the Dutchess County Workforce Investment Board (DCWIB) and the Department of Community and Family Services (DCFS).

**Applications are due on or before [June 27, 2025](#). All applications must be fully completed.**

- Are you a Dutchess County Resident?
- Will you be between the ages of 14 - 20 on July 1, 2025?
- Are you available to work July 5, 2024 - August 19, 2025?

If **YES** to the above... Continue to **Step 1!**

If **NO**... Thank You for your interest in Summer Youth Employment 2025. Unfortunately, you are not eligible this year. Please contact DCWORKs to explore other employment options and get help with career planning, resume writing, and financial literacy from the expert staff:

# Step 1: Participant Information

Your Name

Age as of July 1, 2025

Parent / Guardian Name

Number in Household including self

Best Email Address

Best Phone Number

Are you in school?

School Name?

Grade (As of June 1, 2025)

Have you previously  
participated in SYEP?

Year?

Organization?

T-Shirt Size?

## JOB INTEREST SURVEY ( ✓ all that apply)

- ☐ Administrative (help with filing, organizing etc.)
- ☐ Building projects
- ☐ Cooking/Serving food
- ☐ Gardening/Farming
- ☐ Hospitality (Customer Service)
- ☐ Retail
- ☐ Summer Camp (working with children)
- ☐ Working outdoors
- ☐ Photography / Film
- ☐ OTHER (please describe) \_\_\_\_\_



# Agree and Sign

☐ Youth is available to work during the months of July and August 2025

These are the only dates that I am unavailable to work

List dates: \_\_\_\_\_

☐ **PHOTO RELEASE YES**

I, hereby give permission to the Dutchess County Workforce Investment Board the Department of Community and Family Services to use my image and name on the Dutchess County Workforce Investment Board and the Department of Community and Family Services website, in presentations, and/or for promotional material.

☐ **PHOTO RELEASE NO**

I do not give permission to the Dutchess County Workforce Investment Board the Department of Community and Family Services to use my image and name on the Dutchess County Workforce Investment Board and the Department of Community and Family Services website, in presentations, and/or for promotional material.

NAME \_\_\_\_\_

(Youth 18+ or Parent / Guardian if under 18)

SIGNATURE \_\_\_\_\_

(Youth 18+ or Parent / Guardian if under 18)

DATE \_\_\_\_\_

## Step 2: Income Eligibility

You and/or a guardian will next complete the income eligibility form (LDSS-4770) on the following page. Follow instructions on the form as provided.

## Step 3: Submit your application

**Please submit your application one of the following ways**

**Hand-Deliver** your application to one of the following sites:

### DCWorks

191 Main St, Poughkeepsie, NY 12601

Open 8:30 AM - 4:30pm

### Red Hook Community Center

59 Fisk St #1713, Red Hook, NY 12571

Open 10:00 AM - 6:00 PM

### North East Community Center

51 S Center St, Millerton, NY 12546

Open 9:00 AM - 5:00 PM

### Beacon City Recreation

23 W Center St, Beacon, NY 12508

Open 9:00 AM - 6:00 PM

**OR**

**Email** [bella@dcworks.co](mailto:bella@dcworks.co) for a virtual version of the 2025 SYEP application



# TANF YOUTH SERVICES APPLICATION

The information requested on this form is necessary to determine whether or not federal Temporary Assistance for Needy Families (TANF) funds may be used to provide services to you. This application form may be used by an applicant for services who is under 21 years of age.

## SECTION ONE

### A. Information About the Youth Applicant

1. Applicant's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

(Street) (Apartment Number)

(City)

(State)

(Zip Code)

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

(Month, Day, Year)

Telephone Number: \_\_\_\_\_

## SECTION TWO Citizen / Non-Citizen Status

A. Are you a United States citizen?

☐ **Yes.** If yes, **go to** Section Three.

☐ **No.** If no, complete Item B.

B. If you (the youth applicant) are not a United States citizen, look at the "Immigration Status List" on pages 5 and 6 and tell us which status applies to you. Enter the status number from the list and complete the information below.

Immigration status (# 1 through 15) that applies: \_\_\_\_\_

INS Form Number: \_\_\_\_\_

Alien Number: \_\_\_\_\_

Date of Entry into United States: \_\_\_\_\_

## SECTION THREE Income of Family Members

A. Do you (the youth applicant) currently receive benefits under one or more of these programs?

☐ **Yes,** check which program(s) and then **go to** Section Four.

FAMILY ASSISTANCE/ SAFETY NET	MEDICAID	SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)	HEAP	SSI

☐ **No,** complete Item B, on page 2.

**B. If you do not currently receive one of the programs listed above, please tell us about any income of your family members.**

Include the gross income (income before taxes and deductions) of each family member who lives with you. Family members include your mother, father, stepmother, stepfather, any brothers or sisters (including half-siblings) who are under 18 years of age (or 18 and in secondary school) and these siblings' parents. If you have a child of your own, you should include that child, any brothers or sisters of the child, and the child's parent. You should not include any of these people if they do not live with you. You should not include other family members such as grandparents, uncles or aunts. If you are married, you should include your spouse, but do not need to include your parents or siblings.

List all sources of gross income, including wages, social security benefits, public assistance benefits, child support, alimony, etc. received and any other recurring income of a family member. You do not need to include any earned income (wages) received by you or any other family member who is under 18 years of age (or 18 and in secondary school) but must include any unearned income.

	NAME	INCOME SOURCE: WAGES, SOCIAL SECURITY, etc.	AMOUNT	RECEIVED (Check One)		
				Yearly	Monthly	Weekly
1.						
2.						
3.						
4.						
5.						
6.						

**SECTION FOUR Applicant Notification and Signature**

The individual signing this application may be asked to prove any or all of your statements. If we ask you to do this, we will tell you how to prove your statements.

We are asking for Social Security number(s) because any person applying for or receiving federal TANF services must give us his or her Social Security number; Social Security numbers are required under federal law (Section 409(a)(4) of the Social Security Act) and federal regulations (45 CFR 264.10). We may use Social Security number(s) to do computer matches with other programs to prove you are receiving these programs (for example, SNAP), to do a computer match to verify other information on the application, or to verify your alien status.

If you disagree with any decisions we make regarding your eligibility to receive TANF services, you may have your certification reviewed by a person at a level above the person who made the first decision.

**By signing this, I am swearing, under penalty of perjury, that all of the above statements are true to the best of my knowledge and that I am willing to cooperate with any efforts to verify the information provided.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**If the applicant lives with his or her parents, a parent or other adult relative caretaker must sign this form for the application to be complete. The Commissioner of the Department of Social Services or his or her designee must sign for children in foster care.**

STATUS	Relevant Date for Eligibility	Common Documentation
1. Refugees	Entry	<p><b>I-94</b>: stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, RE4" or</p> <p><b>I-551</b>: stamped "R8-6, RE5, RE6, RE7, RE8 or RE9" or</p> <p><b>I-571</b>: Refugee Travel Document or</p> <p><b>I-688B</b>: Employment Authorization Document annotated with "8 C.F.R. § 274a.12(a) (3)" or</p> <p><b>I-766</b>: Employment Authorization Document annotated "a3"</p>
2. Cuban/Haitian Entrants	Status Granted	<p><b>I-94</b>: stamped "Cuban/Haitian Entrant (status pending)," "Section 212(d) (5) of the INA," "Form I-589 filed," or "CU6," or CU7" or</p> <p><b>I-94</b> stamp showing parole under Section 212(d)(5) of INA or stamp showing parole in US on or after 10/10/80 and reasonable evidence that parolee has been a National (citizen) of Cuba or Haiti or</p> <p><b>I-551</b>: stamped "CU6, CU7, or CH6" or</p> <p>Temporary <b>I-551</b> stamp in foreign passport. or</p> <p>USCIS notice or letter indicating ongoing exclusion or deportation proceedings or</p> <p>A document from USCIS indicating individual applied for asylum.</p>
3. Asylees	Status Granted	<p><b>I-94</b>: stamped "Granted asylum under Section 208 of the INA" or</p> <p><b>I-551</b>: Stamped "AS1, AS2, AS3, AS6, AS7, or AS8" or</p> <p><b>I-688B</b>: Employment Authorization Card annotated with "8 C.F.R. § 274a.12(a)(5)" or</p> <p><b>I-766</b>: Employment Authorization Document annotated "(a5)" or</p> <hr/> <p>Grant letter from USCIS Asylum Office or</p> <p>Order of an immigration judge granting asylum.</p>
4. Amerasian Immigrants	Entry	<p><b>I-94</b>: stamped "AM1, AM2, AM3, AM6, AM7, or AM8." Derive date of entry from date of inspection on stamp; if date is missing, obtain from I-551 or from USCIS or</p> <p><b>I-551</b>: stamped "AM1, AM2, AM3, AM6, AM7, or AM8" or</p> <p>Temporary <b>I-551</b> stamp in foreign passport or</p> <p><b>I-571</b>: Refugee Travel Document or</p> <p>Vietnamese exit visa or passport stamped "AM1, AM2, or AM3"</p>
5. Deportation or Removal Withheld	Status Granted	<p><b>I-688B</b>: Employment Authorization Card annotated with "8 C.F.R. § 274a.12(a)(10)" or</p> <p><b>I-766</b>: Employment Authorization Document annotated "(a10)" or</p> <p>Order from Immigration Judge showing the date deportation was withheld under Section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under Section 241(b)(3) of INA</p>
6. Certain Hmong or Highland Laotian	Status Granted	<p><b>I-94</b>: stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, or RE4" or</p> <p><b>INS I-551</b>: Stamped "RE5, RE6, RE7, RE8, or RE9" or</p> <p>Has a signed affidavit sworn under penalty of law that s/he was a member of Hmong or Highland Laotian tribe between 8/5/64 and 5/7/75 or a verified spouse*, widow, widower or unmarried dependent of a tribal member and</p> <p>Documents to show lawfully residing in the US</p> <p><b>Divorced spouses do not qualify</b></p>
7. Lawfully Admitted For Permanent Residence (LPR) without 40 Qualifying Quarters	<p>Entered Before 8/22/96</p> <p>Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.</p>	<p><b>I-551</b>: (Permanent Resident Card) or</p> <p>Temporary <b>I-551</b> stamp in foreign passport or on <b>I-94</b>. or</p> <p><b>I-327</b> (Re-entry Permit) or</p> <p><b>I-181</b>: Memorandum of Creation of Lawful Permanent Residence with approval stamp</p>
8. Veteran, spouse, unmarried surviving spouse and unmarried dependent child of a U.S. veteran who fulfilled minimum active duty requirement (2 years)	Status Granted	<p>A Discharge Certificate (<b>Form DD-214</b>) that states "Honorable." A character of discharge "Under Honorable Conditions" is not an "Honorable Discharge" for these purposes. Narrative Reason for Separation block must not state that discharge was for reason of "alienage" or lack of U.S. citizenship</p>

STATUS	Relevant Date for Eligibility	Common Documentation
9. <b>Active Military: Active duty or a member of the Armed Forces on full-time duty in the Army, Navy, Air Force, Marine Corps or Coast Guard, spouse and children</b>	<b>Status Granted</b>	Military Identification Card ( <u>DD Form 2</u> ) (Active) that lists an expiration date of more than one year from the date of determination. If ID card is due to expire within one year from the date of determination, use a copy of current military orders.
10. <b>Conditional Entrant (status granted to refugees before 1980)</b>	<b>Entry</b>	<b>I-94</b> with stamp showing admitted under Section 203(a)(7) of INA <b>or</b> <b>I-688B</b> (Employment Authorization Card) annotated "274a.12(a)(3)" <b>or</b> <b>I-766</b> (Employment Authorization Document) annotated "(a1)" or "(a3)"
11. <b>A US citizen's or LPR's battered spouse or child, or parent or child of such person, who obtains "Notice of Prima Facie Case from USCIS under the Violence Against Women Act (VAWA)"</b>	Entered Before 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	I-797 (Notice of Action) indicating prima facie eligibility of an I-360 self-petition under INA Section 204(a)(1)(A) (iii) or (iv); <b>or</b> INA Section 204(a)(1)(iii)(B) (i) or (iii)
12. <b>Victim of Human Trafficking</b>	<b>Entry</b>	Certification Document (for adults) or Eligibility Letter (for children) from the Office of Refugee Resettlement (ORR); Must call 1-866-401-5510 for verification <b>or</b> <b>I-94</b> Coded T1, T2, T3, T4 or T5 stating admission under Section 212(d)(5) of the INA if status granted for at least one year
13. <b>Parolee (for at least one year) (Non-citizens who have been allowed to come into the U.S. for humanitarian or public interest reasons)</b>	Lawfully Residing in U.S. on 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	<b>I-94</b> with annotation "Paroled pursuant to Section 212(d)(5)" or "parole" or "PIP" with date of entry and date of expiration indicating one year <b>or</b> <b>I-688B</b> annotated "8 CFR Section 274a 12(a)(4) or 274(a) 12(c)(11)" <b>or</b> <b>I-766</b> annotated "C11" or A4, and <b>I-94</b> indicating admitted for at least one year
14. <b>North American Indian born in Canada</b>	<b>NA</b>	<b>I-551</b> : (Permanent Resident Card): stamped "S1-3", temporary <b>I-551</b> stamp in a Canadian passport <b>or</b> <b>I-94</b> : stamped "S1-3" <b>or</b> <b>Tribal document</b> certifying at least 50% American Indian blood, as required by Section 289 of the INA or documented member of a federally recognized tribe <b>and</b> School records, <b>or</b> A birth or baptismal certificate issued on a reservation, <b>or</b> Other satisfactory evidence of birth in Canada
15. <b>Member of federally recognized tribe born outside U.S.</b>	<b>NA</b>	Membership card or other tribal document demonstrating membership in a federally recognized Indian tribe under Section 4(e) of the Indian Self-Determination and Education Assistance Act