Summer Jobs Program Packet

ages 14 - 24

Inspire

Encourage

Unite

Welcome young adults to the first step in becoming a part of this years summer jobs program. UrbanWORKS, SLATE's Youth Services Department, is proud to present a program like none other — with a broad range of career pathways and job choices throughout our great city.

You are the UrbanFORCE that will Inspire • Encourage • Unite our city. The combined strength and purpose of our young adults will set us on the path to economic recovery. Become a part of this year's UrbanFORCE: The Next Generation Jobs Team and showcase your skills and abilities. Prepare yourself for a brighter, green tomorrow.

This packet contains everything you need to get started with the enrollment process. Review the information, gather supporting documents and complete Program Application. Then come into one of our locations to meet with an Agency Reviewer. That's it.

Your Support Team includes:

President of the United States of America
Barack Obama

Governor of Missouri
Jay Nixon

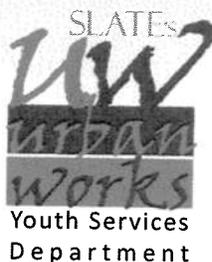Mayor of the City of Saint Louis
Francis G. Slay

Executive Director of SLATE
Michael K. Holmes

Manager of SLATE's UrbanWORKS
Youth Services Department
Alice Prince

1017 Olive Street
Saint Louis, MO 63101

www.stlworks.com

hotline: (314) 622-3233

SLATEs
uw
urban
works
Youth Services
Department

Be a part of America's economic turnaround!

CITY OF SAINT LOUIS

UrbanFORCE

•INSPIRE•ENCOURAGE•UNITE

THE NEXT GENERATION JOBS TEAM

MISSOURI
Career Center
Where talent and opportunities meet

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Government funding requires collection of the following information.

Please submit 1 of the documents in its original form.

The applicant has provided documents to verify AGE (14-24 years old).

- ☐ Birth Certificate
- ☐ Foreign Passport stamped Eligible to Work & Birth Date
- ☐ Baptismal Record w/Birth date listed
- ☐ Public Assistance Record
- ☐ Hospital Record of Birth
- ☐ Naturalization Certificate
- ☐ US Passport
- ☐ State Issued I.D. or Drivers License (non-expired)
- ☐ School Record/ID Card with birth date
- ☐ Alien Reg./Work Permit
- ☐ Social Service Agency

Please submit 1 of the documents.

The applicant has provided documents verifying RESIDENCE in the City of Saint Louis.

- ☐ State Issued I.D. or Drivers License (non-expired)- *Original Only*
- ☐ *School Record (Showing Address)
- ☐ *Mail from a Government Office, Utility Company, or other Official Source
- ☐ *Food Stamp Award Letter/Public Assistance Record
- ☐ Housing Authority Verification
- ☐ *Letter from Social Service Agency
- ☐ Lease or Landlord Statement
- ☐ Homeless:
    1) Statement from Shelter
    2) Applicant Statement

* Must be dated within the last 30 days.

For Males 18 years and older, SELECTIVE SERVICE REGISTRATION is **required**.

Please submit 1 of the documents in its original form.

The applicant has a verified SOCIAL SECURITY number.

- ☐ Social Security Card (Signed)
- ☐ Employment Record
- ☐ Tax Return Summary (must be stamped)
- ☐ Social Service Agency
- ☐ Pay Stubs
- ☐ Social Security Benefits
- ☐ W-2 Form

Please submit 1 of the documents.

The applicant has provided documents verifying Citizenship/Eligible Non Citizenship.

All youth must be citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees or other individuals authorized by the Attorney General to work in the United States.

- ☐ Birth Certificate - *Original Only*
- ☐ Foreign Passport stamped Eligible to Work
- ☐ Alien Reg./Work Permit
- ☐ Baptismal Record w/Birth place listed
- ☐ Public Assistance Record
- ☐ Hospital Record of Birth
- ☐ Naturalization Certificate
- ☐ US Passport
- ☐ I-9 w/supporting documentation & Self –Statement from the individual declaring a BC/other documents not available

Please submit 1 of the documents.

The applicant has provided documents verifying Family Size.

Family size is defined as "Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: (A) a husband, wife, and dependent children; (B) a parent or guardian and dependent children; or (C) a husband and wife.

- ☐ Birth Certificate of applicant and all family members - *Original Only*
- ☐ Court Documents
- ☐ IRS Form Letter
- ☐ Lease or Landlord Statement
- ☐ Marriage Records
- ☐ Medical Records
- ☐ Public Care Facility (Prison, Treatment Center, ETC)
- ☐ Tax Return Supported by IRS documents
- ☐ Applicant Statement

Please submit 1 of the documents.

The applicant has provided one of the following documents verifying INCOME ELIGIBILITY (over the last six (6) months).

- ☐ Wage stub from current employer
- ☐ Current verification of Foodstamps or TANF
- ☐ Verification of Social Security, SSI
- ☐ Verification of child support
- ☐ Verification of unemployment compensation
- ☐ Applicant (Self) Statement

OFFICE USE ONLY

Agency Reviewer:_____   Date:_____
Verified Documents and Receipt given.

We will only accept COMPLETED packets. When leaving your packet with an Agency Reviewer make sure to get your receipt acknowledging acceptance of the packet. However this receipt does NOT guarantee eligibility or entrance into this program.