

# SUMMER YOUTH EMPLOYMENT PROGRAM 2010

## APPLICATION INSTRUCTIONS

The Summer Youth Employment Program (SYEP) offers work experience, teaches valuable employment skills, and provides you with a summer income. SYEP educational activities will enhance your summer experience, allowing you to develop career awareness, understanding of personal money management, and work-related social skills.

SYEP is open to all New York City residents between ages 14 through 24, as of July 6 2010.

**Each applicant may submit only one application.**

### To apply for SYEP:

- Visit [www.nyc.gov/dycd](http://www.nyc.gov/dycd) and complete the application online.

**OR**

- Complete the attached application and return it in person to the community-based SYEP provider of your choice (a list of organizations throughout the City is attached). Do NOT mail in your application to DYCD or the SYEP Provider.

The DEADLINE for submitting your application is **Friday, May 21, 2010.**

**SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ELIGIBILITY OR ENROLLMENT INTO THE PROGRAM.**

**If you are selected for SYEP you will be notified by the SYEP provider to which you submitted your application and asked to submit additional documentation immediately (see attached *Required Documents Checklist*)**

***Failure to submit required documentation as instructed will make you ineligible to participate in SYEP.***

For more information or if you have questions about completing this form or the required documents, please call 311 or 1.800.246.4646 and ask about SYEP.

*The status of your application can be found at [www.nyc.gov/dycd](http://www.nyc.gov/dycd)*

*(Turn over to the next page)*



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## REQUIRED DOCUMENTS CHECKLIST

In order to be placed in a summer job, you will need to bring certain documents to your SYEP 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 an SYEP job. Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 1 and 4).

**1. Proof of Age**

- Birth Certificate **OR**
- Benefit Card **OR**
- NYS Driver/Non-Driver's License **OR**
- Alien Registration Card **OR**
- Valid U.S. Passport

**2. Proof of Social Security Number**

- Social Security Card (**ONLY**)

**3. Working Papers** (*Must be age applicable*)

If you are under the age of 18 at the time of application, you must submit your most current working papers. Working papers can be acquired through your school. If you are not attending school, call 311 or contact your local public high school.

- 14 and 15 years of age: Blue Card
- 16 and 17 years of age: Green Card

**4. Proof of Citizenship/Alien Status**

- Valid U.S. Passport **OR**
- U.S. Birth Certificate **OR**
- Alien Registration Card **OR**
- I-94 , I-551, I-688B, I-766 **OR**
- Certificate of Naturalization **OR**
- Employment Registration Card

**5. Proof of Address** (*Dated within the last 6 months*)

- Home Utility Bill **OR**
- Current Lease **OR**
- Official Mail from a Federal, State or City Agency

**6. 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 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**
- 2009 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, 2009 Tax Return including Schedule "C" or "E" (if receiving rental income)

**7. SYEP 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.

**Please provide ONLY if applicable**

**8. Selective Service** Registration Card **OR**

- Selective Service "Online Receipt"  
*Required for males 18 years of age or older*

**9. Proof of Disability:** Official documentation as applicable certifying disability from a physician, ACS, HRA, School, Social Service agency or authorized entity.

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*Please note: all references to the word **current** means documents dated within the last six (6) months or where applicable, documents which are still valid*

**SUMMER YOUTH EMPLOYMENT PROGRAM 2010**  
**LIST OF COMMUNITY-BASED PROVIDERS (Page 1 of 2)**

**BRONX**

<p><b>Alianza Dominicana,</b> 125 W. 166<sup>th</sup> Street Community Center, 10452 917-258-3731 4 train to 161<sup>st</sup> St Yankee Stadium, then Bx13 bus to 165<sup>th</sup> St</p>	<p><b>New York City Housing Authority,</b> Any NYCHA Development Management Office, 212-306-8482/3969</p>
<p><b>Aspira of New York,</b> Beam 1, 345 Brook Ave, 10454, 718-585-3353 6 train to Brook Ave, 2,5 train to 149<sup>th</sup> St. &amp; Brook Ave, Bx17 bus to E 141<sup>st</sup> St or Bx19 bus to E 149<sup>th</sup> St 7 3<sup>rd</sup> Ave</p>	<p><b>Phipps Community Development,</b> 1030 East 178th St, 10460, 718-542-0109 2, 5 train to East Tremont Ave/West Farms Square</p>
<p><b>BronxWorks, Inc.</b> 1130 Grand Concourse, 10456, 718-508-3101 D train to 167<sup>th</sup> St</p>	<p><b>Police Athletic League New South Bronx Center,</b> 991 Longwood Ave, 10459, 718-389-5309 6 train to Longwood Ave</p>
<p><b>Children's Arts &amp; Science Workshops,</b> 229A E. 204<sup>th</sup> St, 10458 718-220-0444 D train to Bedford Park Blvd or Bx1 to 204<sup>th</sup> St</p>	<p><b>Simpson Street Development Association,</b> 997 East 163rd St, 10459, 718-589-3595/1510/1511 6 train to Hunts Point, or 2,5 train to Simpson St</p>
<p><b>Community Association of Progressive Dominicans,</b> 1865 Morris Ave, 10453, 718-716-4021 4 train to 176<sup>st</sup> St</p>	<p><b>South Bronx Overall Economic Development Corporation,</b> 555 Bergen Ave, 10455, 3<sup>rd</sup> Flr, 718-292-3113 2,5 train to 3rd Ave 149<sup>th</sup> St</p>
<p><b>Kips Bay Boys &amp; Girls Club,</b> 1930 Randall Ave, 10473, 718-893-8254 ext 258 or 261 6 train to Parkchester/177th St then Bx39 bus to Randall Ave 625 Castle Hill Ave-10473 6 train to Castle Hill , Bx22</p>	<p><b>Wildcat Service Corporation,</b> Pulse H.S. 560 E. 179<sup>th</sup> St, 10457, 718-294-0230 xt.3080/3081 4 train to 176<sup>th</sup> St or Bx 15 or 55 to 180<sup>th</sup> St &amp; 3<sup>rd</sup> Ave or Bx40 or 42 to Tremont &amp; 3<sup>rd</sup> Aves OR 647 Bryant Ave, 10474, 718-594-0230 6 train to Hunts Pt or Bx13 to Spofford &amp; Bryant Aves</p>
<p><b>Mosholu Montefiore Community Center,</b> 3450 Dekalb Ave 10467, 718-944-3279 4 train to Mosholu Pkwy, Bx10,16,28,30,34 to Bainbridge &amp; Gun Hill Road</p>	<p><b>Woodycrest Center for Human Development,</b> 153 West 165th St-10452, 718-992-4256, 4 train to 161<sup>st</sup> St Yankee Stadium, then Bx13 bus to 165<sup>th</sup> St</p>

**BROOKLYN**

<p><b>Brooklyn Neighborhood Improvement Association,</b> 1482 St. Johns Place, 11213, 718-773-4116 3 ,4 train to Utica Ave</p>	<p><b>Italian-American Civil Rights League,</b> 1460 Pennsylvania Ave #1B, 11239, 718-642-2180, A, J train to Broadway Jct. then B83 bus to Geneva Loop or L train to Rockaway Pkwy then B82 bus to Geneva Loop or 3 train to Geneva Loop</p>
<p><b>CAMBA,</b> PS 269/1957 Nostrand Ave, 11210, 718-462-4244, 2,5 train to Newkirk Ave; or B41 to Foster Ave</p>	<p><b>National Society for Hebrew Day School</b> 1545 Coney Island Ave, 2<sup>nd</sup> Fl 11230, 718-252-4446 Q Train to Ave. M/East 16<sup>th</sup> St or B68 to Ave L</p>
<p><b>Catholic Charities Neighborhood Service, Inc.,</b> 200 Gold St, 11201, 718-875-8801 A,C,F,2,3,4,5,N,R trains to Borough Hall, B57/61 to Gold St</p>	<p><b>New York City Housing Authority,</b> Any NYCHA Development Management Office, 212-306-8482/3969</p>
<p><b>Chinese-American Planning Council,</b> 4101 8<sup>th</sup> Ave, 11232, 718-492-0409 ext. 312 or 314 D train to 9<sup>th</sup> Ave</p>	<p><b>Police Athletic League, Brownville Beacon PAL</b> 985 Rockaway Ave, 11412, 718-389-5309 3 train to Rockaway Ave, B60 to Rockaway &amp; Hegeman</p>
<p><b>Colony South Brooklyn Houses,</b> 297 Dean St, 11217, 718-643-2930 2,3,4,5,B,D,M,N,R,Q trains to Atlantic Ave/Pacific St</p>	<p><b>Research Foundation/Medgar Evers College,</b> Eastern Parkway Campus, 1650 Bedford Ave, 11225, 718-804-8860/8861 2,3,4,5 train to Franklin Ave</p>
<p><b>Community Counseling &amp; Mediation,</b> 810 Classon Ave, 11238, 718-230-5100/5425 2,3,4,5 train to Franklin Ave</p>	<p><b>Ridgewood Bushwick SCC,</b> 1474 Gates Ave, 11237, 718-381-9653 L train to Myrtle Ave, M train to Wyckoff Ave</p>
<p><b>Council of Jewish Organizations of Flatbush,</b> 1545 Coney Island Ave, 11230, 718-252-4446 Q Train to Ave M/East 16<sup>th</sup> St or B68 to Ave L</p>	<p><b>SCO Family of Services - Center for Family Life,</b> 443 39<sup>th</sup> St, 3<sup>rd</sup> Fl, 11232, 718-633-4823 D,M,N,R trains to 36<sup>th</sup> St</p>
<p><b>Cypress Hills Local Development Corporation,</b> Franklin K Lane HS, 999 Jamaica Ave, Rm. 304A, 11208, 718-235-1521 x105, J train to Elderts Lane</p>	<p><b>St. Mary's Community Services,</b> 230 Classon Ave, 11205, 718-230-0827 A/C train to Hoyt &amp; Schermerhorn or G train to Classon Ave</p>
<p><b>East NY Development Corporation,</b> 2644 Atlantic Ave, 11207, 718-566-2129 C train to Liberty Ave</p>	<p><b>St. Nicholas Alliance,</b> 850 Grand Street, Rm 184, 11211, 718-599-9224 ext.15 L train to Grand St</p>
<p><b>Edith &amp; Carl Marks Jewish Community House of Bensonhurst-</b> 7802 Bay Parkway, 11214, 718-331-6800 x112 2,3,4 trains to Atlantic Ave then D or M train to Bay Pkwy</p>	<p><b>Sesame Flyers International,</b> 905 Winthrop St, Rm 127, 11203, 718-221-8880 3,4 train to Utica Ave then B46 bus to Winthrop St</p>
<p><b>Henry Street Settlement,</b> Bedford Stuyvesant Multi-Service Center,1958 Fulton St, 11233, 646-265-6773 C train to Ralph Ave</p>	<p><b>Vannguard Urban Improvement Association,</b> MS 258, 141 Macon St, 11216, 718-453-3330 A,C train to Nostrand Ave B25/26/44 to Marcy Ave</p>

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**LIST OF COMMUNITY-BASED PROVIDERS (Page 2 of 2)**

**MANHATTAN**

<p><b>Alianza Dominicana,</b> 2410 Amsterdam Ave, 2<sup>nd</sup> Floor, 10033, 212-740-1960 A, C, 1 trains to 181st St</p>	<p><b>Ecumenical Community Development,</b> ECDO Community Partnership Center, 413 West 125<sup>th</sup> St, 10027, 212-531-3211 A,B,C,D trains to 125<sup>th</sup> St btwn Morningside &amp; Amsterdam Aves</p>
<p><b>The Children's Aid Society,</b> 105 East 22<sup>nd</sup> St, 10010, 917-286-1535, 6train to 23 St 130 East 101<sup>st</sup> St, 10029, 212-348-2343, 6 train to 103<sup>rd</sup> St</p>	<p><b>El Barrio's Operation Fightback,</b> 320 Pleasant Ave, 10035, 212-410-4900 6 train to 116<sup>th</sup> St or M15 to First Ave or M16 to Pleasant Ave</p>
<p><b>Childrens Arts &amp; Science Workshops,</b> 686 West 204<sup>th</sup> St, Basement, 10034, 212-740-8170 A, 1 train to 207<sup>th</sup> St. or M100/Bx7 to 204<sup>th</sup> St</p>	<p><b>Henry Street Settlement,</b> 301 Henry St, 10002, 212-254-3100 F train to East Broadway, J, M trains to Essex/Delancey</p>
<p><b>Chinatown Manpower Project, Inc.</b> 70 Mulberry St, 3<sup>rd</sup> Flr, 10013, 212-571-1690 J,M,N,Q,R,W, 6 trains to Canal St. or M1 to Centre St, M22 to Worth St or M103 to Bowery St</p>	<p><b>Inwood Community Services,</b> 651 Academy St, 2<sup>nd</sup> Flr, 10034, 212-942-0043 Ext 177 A train to Dyckman St</p>
<p><b>Chinese-American Planning Council,</b> 165 Eldridge St, 10002, 212 334-0083 ext 271 J,M to Bowery St</p>	<p><b>New York City Housing Authority,</b> Any NYCHA Development Management Office, 212-306-8482/3969</p>
<p><b>Community Association of Progressive Dominicans,</b> 2268 Amsterdam Ave, 10032, 212-568-4872 A,C trains to 168<sup>th</sup> St or 1 train to 181<sup>st</sup> St</p>	<p><b>New York City Mission Society,</b> Minisink Townhouse, 646 Lenox Ave, 10037, 212-368-8400 3 train to 145<sup>th</sup> St &amp; Lenox Ave or M1,7 or 102 bus to 142<sup>nd</sup> St</p>
<p><b>East Harlem Council for Community Improvement,</b> 413 East 120th St, 10035, 212-860-6820 x5211 4, 5, 6 trains to 125th St./Lexington Ave</p>	<p><b>Police Athletic League Harlem PAL,</b> 441 Manhattan Ave, 10026, 718-389-5309 A or C train to 125<sup>th</sup> St</p>
<p><b>East Harlem Employment Service,</b> 240 East 123<sup>rd</sup> St, 3<sup>rd</sup> Flr, 10035, 212-360-1100, 4,5,6 trains to 125<sup>th</sup> St</p>	

**QUEENS**

<p><b>Chinese-American Planning Council,</b> 136-18 39<sup>th</sup> Ave, 8<sup>th</sup> floor, 11354, 718-358-8899 ext. 132 7 train to Flushing Main St</p>	<p><b>Police Athletic League Foster Laurie PAL Center,</b> 199-10 112th Ave, 11412, 718-389-5309 E train to Jamaica Center then Q83 bus to 199th St</p>
<p><b>Goodwill Industries,</b> 26-36 4<sup>th</sup> St, 11102, 718-278-9667 N,W trains to 30<sup>th</sup> Ave, Q102/Q18 to 27<sup>th</sup> Ave &amp; 4<sup>th</sup> St</p>	<p><b>Queens Community House,</b> 108-25 62<sup>nd</sup> Drive, 11375, 718-592-5757 ext 244 E,F,R trains to 71<sup>st</sup> St/Continental Ave, Q23 bus to 62<sup>nd</sup> Drive 74-09 37<sup>th</sup> Ave, 11372, 718-898-7461 E,F,R,V to Jackson Heights-Roosevelt Ave, 7 train to 74<sup>th</sup> St</p>
<p><b>Greater Ridgewood Youth Council,</b> 62-04 Myrtle Ave, 11385, 718-456-5437 ext 239 M train to Fresh Pond Road, Q55 to Myrtle Ave &amp; 62<sup>nd</sup> St</p>	
<p><b>HANAC Youth Services,</b> 23-16 30th Ave, 11102 3rd Flr, 718-204-2325 N,W trains to 30th Ave; or Q69 bus to 30<sup>th</sup> Ave &amp; 23<sup>rd</sup> St</p>	<p><b>Research Foundation/LaGuardia Community College,</b> 29-10 Thomson Ave Rm C-314, 11101, 718-482-5340, 718-609-2132 7 train to 33<sup>rd</sup> St, E,V train to 23rd St Ely Ave</p>
<p><b>Henry Street Settlement,</b> Central Queens YMHA, 67-09 108<sup>th</sup> St, 11375, 718-268-5011 R,V train to 67<sup>th</sup> Ave</p>	<p><b>Rockaway Development &amp; Revitalization Corporation,</b> 1920 Mott Ave, 11691 2nd Flr, 718-327-5300 A train to Mott Ave, Far Rockaway</p>
<p><b>Jacob A. Riis Neighborhood Settlement,</b> 10-25 41st Ave, 11101, 718-784-7447 ext 142 F train to 21<sup>st</sup> St/Queensbridge</p>	<p><b>Southern Queens Park Association,</b> Roy Wilkins Park, 177<sup>th</sup> St. &amp; Baisley Blvd, 11434 718-276-4630 ext 141, 143, 135 E train to Jamaica Ctr. then Q5, Q85 bus to Baisley Blvd</p>

**STATEN ISLAND**

<p><b>United Activities Unlimited,</b> PS18, 221Broadway, 10310, 718-448-4834 H44/46 to Castelton Ave OR IS 2, 333 Midland Ave, 10306 H78 bus to Hylan &amp; Midland Ave</p>
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