

# Youth Employment & Education Services — YES!

YES! provides the foundation of supportive partnerships, educational and employment opportunities, and advocacy so young adults can build positive futures for themselves, their families and their communities. We envision that every young adult reaches their full personal and career potential and actively contributes to a thriving workforce.

## Our Programs:

**CareerTREK** provides support for young adults to complete their education and gain employment. Case management staff will work with youth to find resources in the community that offer one-on-one help, access to workshops and referrals to resources for support for transportation, school and bills, and opportunities to gain work experience.

**Applications accepted year-round.** To be eligible, applicants must:

- \* be 16-21 years-old
- \* qualify as low-income according to income requirements for the program (see last page for current standards)
- \* have an additional barrier-to-employment (lack of work experience, criminal history, young parent, language barrier)
- \* make a commitment to work hard to successfully complete program requirements.

**YouthBuild** works with youth who have dropped out of high school and want to earn their GED or diploma, and gain hands-on work experience in construction. Successful applicants are ready to make substantial steps forward in rebuilding their lives, regardless of the choices they have made in the past, by committing to this intensive, full-time school-and-work program.

Recruitment for the 2011-12 cohort will begin in the spring of 2011, and is contingent on continued funding through the Department of Labor. **Applications accepted April 11<sup>th</sup> – August 1<sup>st</sup>.**

To be eligible, applicants must:

- \* be 17-20 years old;
- \* want to work toward a GED or diploma (applicants who have already received their diploma are not eligible);
- \* be low-income, foster youth, migrant workers, disabled (IEP), have an incarcerated parent, *or* a criminal history;
- \* have dropped out of high school, or be referred to YouthBuild by current high school counselor staff;
- \* be interested in a career in the construction industry;
- \* be willing to enroll at New Market Skills Center full-time to pursue their education.

**Please include all eligibility documents when turning in your YouthBuild application! You will not receive an opportunity to interview until all documents are received.**

Sarah Wilkins, YES! Director  
swilkins@communityyouthservices.org  
YES! Programs  
711 State Ave NE  
Olympia, WA 98506  
360.943.0780 x126  
communityyouthservices.org/YES



■ 711 State Ave NE  
■ Olympia, WA 98506

# YES! Application

For office use only: Intake date:

Thank you for your interest in YES! This application will help determine if we're a good fit for each other. Please fill it out completely and return it by mail or in person to Community Youth Services' office at 711 State Avenue NE Olympia, WA 98506. If you need help, just ask! Call 360.943.0780, dial '0' and ask for the YES! Department.

## PARTICIPANT INFORMATION

Participant Name			Last	First	M.I.	<b>I'm applying for:</b> <input type="checkbox"/> CareerTREK <input type="checkbox"/> YouthBuild
Birth Date	/	/	Age	SS#		
<b>Ethnicity (please check all that apply)</b> <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Other _____						<b>Gender</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender

## Contact Information

Street Address			
City		County	
Mailing Address (if different from above)			
City		State	Zip
Phone	Alt. Phone	Email	
Emer. Contact		Day ( )	Eve. ( )
Emer. Contact		Day ( )	Eve. ( )
Do you prefer to be contacted by: <input type="checkbox"/> Phone <input type="checkbox"/> Email		When is a better time to get a hold of you? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	

## Education History

Are you currently enrolled in high school? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of school:	
If not, what is the last school you attended?			Do you have your:
Last grade completed/college standing?		Grade Point Average?	<input type="checkbox"/> HS Diploma <input type="checkbox"/> GED
Did you drop out of high school? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving school?	

## Eligibility

Would you classify your housing and food situation as stable? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Who do you live with?		
<input type="checkbox"/> With parents <input type="checkbox"/> With relatives <input type="checkbox"/> Own residence (rent) <input type="checkbox"/> Foster or Group Home	<input type="checkbox"/> Unrelated Adult <input type="checkbox"/> Friend <input type="checkbox"/> Vehicle <input type="checkbox"/> Abandoned House / Building <input type="checkbox"/> Hospital / Residential	<input type="checkbox"/> Therapeutic Center <input type="checkbox"/> Juvenile Detention <input type="checkbox"/> Shelter or Mission <input type="checkbox"/> Outside <input type="checkbox"/> Unknown
Do you have access to reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, provide details:		
What is the primary language spoken in your household?		
Can you legally work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No

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## Eligibility Continued

All of our programs have eligibility requirements. Please check any that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> I am/my family is considered low-income.<br>(See attached Income Guidelines)                 | <input type="checkbox"/> My parents/family are considered migrant workers. |
| <input type="checkbox"/> I am currently in, or aging out of, foster care.   | <input type="checkbox"/> I have dropped out of high school.                |
| <input type="checkbox"/> I have a criminal background.  | <input type="checkbox"/> I am one or more grade levels behind in school.   |
| <input type="checkbox"/> I have a disability.   | <input type="checkbox"/> I am pregnant or parenting.                       |
| <input type="checkbox"/> I am a child of an incarcerated parent.  | <input type="checkbox"/> I am homeless.                                    |
| <input type="checkbox"/> I require additional assistance to complete an educational program or to get and keep a job. | <input type="checkbox"/> I have an Individualized Education Plan (IEP).    |

Where did you hear about us?

## References

If you are applying for CareerTREK, and are currently enrolled in high school, please provide one professional letter of recommendation. (Please do not include relatives, personal friends who have not worked with you professionally, or significant others.)

If you are applying for CareerTREK, and are currently not enrolled in high school, please provide two professional references that can speak to your ability to be successful in this program. (Please do not include relatives, personal friends who have not worked with you professionally, or significant others.)

Name of Reference:

Relationship to You:

Phone Number

Alt. Phone Number

Email

Name of Reference:

Relationship to You:

Phone Number

Alt. Phone Number

Email

## Tell Us More!

### For all Programs:

Have you ever been a CYS participant? If so, what program(s) and who did you work with (case manager)?

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Tell us about a time you committed to a long-term goal and how you reached it.

What do you hope to get out of the YES! program you are applying for? (School support, job search, work skills, career planning, etc.)

Is there anything else you would like us to know about you?

## Required For YouthBuild Applicants Only:

Have you included your eligibility documentation? (Doing so is required to be contacted for an interview)

Yes       No

Are you interested in working in the construction field? If so, why?

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Are you interested in completing your high school education or earning your GED? If so, why?  
(If you are interested in completing your high school diploma, how many credits do you have currently?)

What experience do you have in the work place, and why have those jobs ended?

What are some challenges in your life currently that would make attending YouthBuild 5 days a week, 7 hours a day difficult for you?

*I confirm that the above information is true and correct to the best of my knowledge.*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**  
(Required for applicants under 18)

\_\_\_\_\_  
**Date**

RETURN APPLICATION TO:  
Sarah Wilkins, YES! Director  
swilkins@communityyouthservices.org  
YES! Programs  
711 State Ave NE  
Olympia, WA 98506

# YES! Application

## Eligibility Documents

Use this page to start gathering the information you'll need to be enrolled in a YES! program. YES! programs are all federally funded and require documentation to prove you are eligible to participate. Before you can be accepted into the program, you must provide proof that you:

- are 16-21 years old
- meet low-income eligibility requirements (see YES! Income Guidelines, next page)
- live in Thurston County
- are registered with Selective Service (if male and 18 or older)
- are a US citizen or non-citizen authorized through Immigration and Naturalization Service
- if you indicated that you have an IEP, a copy of your IEP needs to be submitted for applications to YouthBuild.

Below is a list of documents that will prove your eligibility. If you have further questions about why these documents are required, or need help getting them together, please contact YES! staff. We will be happy to help you! **If you are applying for YouthBuild, these documents MUST be turned in before an interview can be scheduled!**

Eligibility Criteria	Acceptable Documentation (Please have 1 document from each criteria)	
<input type="checkbox"/> Age (must be 16-21 years of age at time of enrollment)	<ul style="list-style-type: none"> <li>* Birth Certificate or hospital record of birth</li> <li>* Driver's license or state identification card</li> <li>* Baptismal certificate</li> <li>* Voter registration</li> <li>* DD Form 214</li> <li>* Alien registration card</li> </ul>	<ul style="list-style-type: none"> <li>* Food stamp record or medical coupons</li> <li>* School enrollment documents</li> <li>* Naturalization certificate</li> <li>* Public assistance records</li> <li>* U.S. Passport</li> <li>* Native American tribal document(s)</li> </ul>
<input type="checkbox"/> Family Income (See Income Guidelines)	<ul style="list-style-type: none"> <li>* Tax Records</li> <li>* Pay stubs</li> <li>* Employer Verification</li> </ul>	<ul style="list-style-type: none"> <li>* Public Assistance Records (food stamps, SSI, etc.)</li> <li>* Child Support Records</li> <li>* Self Employment Tax Records</li> </ul>
<input type="checkbox"/> Low-income (If you receive, or received in the past 6 months, public assistance, we will need documentation for that as well)	<ul style="list-style-type: none"> <li>* Proof of cash public assistance</li> <li>* Proof of eligibility for or receipt of food stamps for the month of intake</li> <li>* Proof of homelessness</li> </ul>	<ul style="list-style-type: none"> <li>* Proof of state supported foster care</li> <li>* Family size verification</li> <li>* Other proof of includable income 6 months prior to the date of intake</li> </ul>
<input type="checkbox"/> Selective Service Registration (for males 18 and older)	<ul style="list-style-type: none"> <li>* Selective Service card</li> <li>* Receipt of registration</li> <li>* Copy of registration form</li> </ul>	<ul style="list-style-type: none"> <li>* On-line verification from Selective Service, <a href="http://www.sss.gov">www.sss.gov</a></li> <li>* DD Form 214</li> </ul>
<input type="checkbox"/> Citizenship or Eligible Non-citizen (for I-9)	<ul style="list-style-type: none"> <li>* Social Security Card</li> </ul>	<ul style="list-style-type: none"> <li>* INS Card</li> </ul>
<input type="checkbox"/> Proof of ID (for I-9)	<ul style="list-style-type: none"> <li>* Driver's license or state identification card</li> <li>* School ID card</li> </ul>	<ul style="list-style-type: none"> <li>* Military/military dependent's ID card</li> <li>* Native American tribal document</li> </ul>

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## YES! Income Guidelines

### CareerTREK Applicants

You must meet low-income requirements to be eligible for CareerTREK. In order to be enrolled you must provide proof of income for the past 6 months.

Family Size is determined by the number of people you live with that are related by blood, marriage or court decree.

Your/Family Income and that of your parent/guardian from the last six months is included in your income total. Not included in your income total: child support, work study, unemployment benefits, food stamps, TANF. Most often people provide pay stubs or tax returns to prove income-eligibility. If you need help determining if you meet the income requirement, or understanding what documents can be used, please contact us!

CareerTREK	
Family Size	Your/Family Income for past 6 months cannot exceed:
1	\$5,415
2	\$7,738
3	\$10,624
4	\$13,115
5	\$15,476
6	\$18,101
Each add'l add:	\$2,625

### YouthBuild Applicants

Being low-income is NOT a requirement, but does meet one of the eligibility factors for participation. You only need to provide the last month's income.

YouthBuild	
Family Size	Max. Monthly Income
1	\$3,354
2	\$3,833
3	\$4,313
4	\$4,792
5	\$5,175
6	\$5,558
7	\$5,942
8	\$6,325

*The South Puget Sound YouthBuild project is a recipient of a grant from the US Department of Labor and it is against the law for a recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/ status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity. In addition, as an employer in Washington state, the South Puget Sound YouthBuild project is prohibited from discriminating on the grounds of a person's marital status, retaliation, sexual orientation, gender identity, honorably discharged veteran or military status, or use of a trained dog guide or service animal by a person with a disability. Auxiliary aids and services are available upon request to individuals with disabilities.*

*Funds made available through the Pacific Mountain Workforce Consortium. Funding for this program was provided by the American Recovery & Reinvestment Act through the US Department of Labor. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Service number 1 (800) 833-6388. CYS is an EEO.*