



## Seattle Youth Employment Program Youth Applicant: Pre-Program Checklist ✓

- Submit an application for one of our programs through the [Youth Portal](#).
- If you are a new SYEP participant: You must upload documents to prove all of the following:
  1. Age: Be between 16-24 years old at the start of program.
  2. Address: Live in Seattle OR attend a Seattle Public School OR a Seattle College (North, South, or Central)
  3. Household Income: Be at or below 80% AMI. See the SYEP website ([seattle.gov/syep](http://seattle.gov/syep)) for more information.
- If you are a returning participant and you have submitted documents within the last year: You will be asked to sign an attestation form via Adobe Sign within three weeks of your application to verify that your previously submitted documents are still up to date. Otherwise, if you last submitted documents over a year ago or the documents you submitted within the last year are now out of date, you will need to submit new documents.

### After You Submit an Application

**You will receive an email confirmation from an SYEP staff member within three weeks of your application. If your application is not complete or has incorrect information, they will include instructions on how to complete it. Once it is complete, below are your next steps!**

- After the application closes, we will invite you via email to schedule an appointment to meet with an SYEP staff member. We will place you in the program or internship that suits your interests and experience. Check your email regularly!
- Complete a program participation packet via Adobe Sign. An SYEP staff member will send this to you. If you are under 18 years of age, a parent/guardian will need to sign as well.
- For Foundations and Pathways applicants only, complete a W-9 form. An SYEP team member will send this to you. Make sure that you check the "Individual" checkbox, use your full name, correct address (include the street address, unit number/letter, city, state, and zip code). If any information is incorrect, you will have to redo the form and your first program payment may be delayed.
- Attend an SYEP on-boarding/orientation session. For Internship youths only, you will need to complete I9 and W4 documents with our HR department. You will be asked to present original and physical documents such as a passport, birth certificate, or other forms of identification. If you are not able to provide documents, you will not be able to participate.
- If you need to do a background check, an SYEP staff member will let you know and you will receive an email from HR with next steps.

### Important Note

**If you do not complete all of the steps above, you may not be able to participate with SYEP or your first program payment may be delayed. Please also note that due to high application numbers, SYEP may use a lottery process to accept youths into our programs. Completion of all of these steps is also not a guarantee that you will be placed in a program.**