

ULSTER COUNTY

Office of Employment and Training

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Sharon Williams, Director

Instructions and Information about the 2025-2026 Youth Employment Program (YEP)

The Office of Employment and Training is excited to announce that we have been awarded a grant from New York State to operate a Youth Employment Program (YEP) from September 2025 to May 2026. The program requirements are identical to the Summer Youth Employment Program. Youth will be paid \$17.70 per hour and can expect to work 10 to 20 hours per week. It is also expected that youth will complete at least 15 weeks of employment. Youth can be in school or out of school as long as they are Ulster residents between the ages of 14 and 20.

To participate, applicants must meet the following **Temporary Assistance to Needy Families** criteria:

- **Family income being at or below 200% of the poverty level OR**
- **The family or youth receive:**
 - Cash public assistance and/or Food Stamps
 - Medicaid
 - HEAP

OR

- **The youth receives:**
 - SSI

Please complete the application with a blue or black pen and make sure your parent or guardian signs on page 2 and on the photo release form and provides their contact information.

All applications must be completed and returned **IN PERSON** or **BY MAIL** to: **Ulster County Career Center, 535 Boices Lane, Kingston NY 12401.** And include copies of the following documents:

- **Youth applicant's birth certificate**
- **Youth's social security card**
- **If you were not born in the U.S., please provide a copy of your green card (front & back),**
- **Naturalization papers, or U.S. Passport.**
- **Even if you participated in the program previously, these documents are still required.**

Applications will only be accepted from **September 2nd to September 30th, 2025.**

Applications submitted AFTER September 30th, 2025, or without the proper documentation will NOT be accepted. Applications will NOT be accepted via fax or email.

Worksite placements are made at the discretion of the Youth Employment Program Staff. All efforts are made to ensure our participants are in positions which will result in a successful and well-rounded work experience. If you have any questions, feel free to call 845-340-3170.

Thank you for your interest in this program. We look forward to receiving your application.

Sincerely,

Youth Employment Staff
Ulster County Office of Employment and Training

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><u>I-94</u>: stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, RE4" or</p> <p><u>I-551</u>: stamped "R8-6, RE5, RE6, RE7, RE8 or RE9" or</p> <p><u>I-571</u>: Refugee Travel Document or</p> <p><u>I-688B</u>: Employment Authorization Document annotated with "8 C.F.R. § 274a.12(a) (3)" or</p> <p><u>I-766</u>: Employment Authorization Document annotated "a3"</p>
2. Cuban/Haitian Entrants	Status Granted	<p><u>I-94</u>: stamped "Cuban/Haitian Entrant (status pending)," "Section 212(d) (5) of the INA," "Form I-589 filed," or "CU6," or CU7" or</p> <p><u>I-94</u> 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><u>I-551</u>: stamped "CU6, CU7, or CH6" or</p> <p>Temporary <u>I-551</u> 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><u>I-94</u>: stamped "Granted asylum under Section 208 of the INA" or</p> <p><u>I-551</u>: Stamped "AS1, AS2, AS3, AS6, AS7, or AS8" or</p> <p><u>I-688B</u>: Employment Authorization Card annotated with "8 C.F.R. § 274a.12(a)(5)" or</p> <p><u>I-766</u>: 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><u>I-94</u>: 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><u>I-551</u>: stamped "AM1, AM2, AM3, AM6, AM7, or AM8" or</p> <p>Temporary <u>I-551</u> stamp in foreign passport or</p> <p><u>I-571</u>: 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><u>I-688B</u>: Employment Authorization Card annotated with "8 C.F.R. § 274a.12(a)(10)" or</p> <p><u>I-766</u>: 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><u>I-94</u>: stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, or RE4" or</p> <p><u>INS I-551</u>: 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>Divorced spouses do not qualify</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><u>I-551</u>: (Permanent Resident Card) or</p> <p>Temporary <u>I-551</u> stamp in foreign passport or on <u>I-94</u>. or</p> <p><u>I-327</u> (Re-entry Permit) or</p> <p><u>I-181</u>: 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 (Form DD-214) 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. 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	Status Granted	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. Conditional Entrant (status granted to refugees before 1980)	Entry	I-94 with stamp showing admitted under Section 203(a)(7) of INA or I-688B (Employment Authorization Card) annotated "274a.12(a)(3)" or I-766 (Employment Authorization Document) annotated "(a1)" or "(a3)"
11. 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)"	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); or INA Section 204(a)(1)(iii)(B) (i) or (iii)
12. Victim of Human Trafficking	Entry	Certification Document (for adults) or Eligibility Letter (for children) from the Office of Refugee Resettlement (ORR); Must call 1-866-401-5510 for verification or I-94 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. Parolee (for at least one year) (Non-citizens who have been allowed to come into the U.S. for humanitarian or public interest reasons)	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.	I-94 with annotation "Paroled pursuant to Section 212(d)(5)" or "parole" or "PIP" with date of entry and date of expiration indicating one year or I-688B annotated "8 CFR Section 274a 12(a)(4) or 274(a) 12(c)(11)" or I-766 annotated "C11" or A4, and I-94 indicating admitted for at least one year
14. North American Indian born in Canada	NA	I-551 : (Permanent Resident Card): stamped "S1-3", temporary I-551 stamp in a Canadian passport or I-94 : stamped "S1-3" or Tribal document certifying at least 50% American Indian blood, as required by Section 289 of the INA or documented member of a federally recognized tribe and School records, or A birth or baptismal certificate issued on a reservation, or Other satisfactory evidence of birth in Canada
15. Member of federally recognized tribe born outside U.S.	NA	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

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I, _____, hereby give permission to the
(printed 1st & last name of youth)

Ulster County Workforce Development System to use my/my child's image and name on the Ulster County Career Center website, in presentations, and/or for promotional material.

Youth Signature

Date

Signature of Parent or Guardian if under 18

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In addition to the youth contact information already provided, we ask that you provide **additional** phone numbers and email addresses that you and your parent/guardian can be reached at. These numbers and emails can be relatives, case workers, neighbors and/or friends. This will ensure that we will be able to contact you throughout the application & interviewing process.

CONTACT #1

Name: _____

Relationship: _____

Phone: _____

Email: _____

CONTACT #2

Name: _____

Relationship: _____

Phone: _____

Email: _____

CONTACT #3

Name: _____

Relationship: _____

Phone: _____

Email: _____

Youth Email:

Today's Date: