

**Viva Verde- 2009  
Summer Employment Program**

In order to facilitate your potential enrollment into the Viva Verde Program please complete this pre-screening application. The submission of this application does not constitute or guarantee admission into the program.

**To determine eligibility for this program please note:** All applicants must provide requested documents (i.e. birth certificate, social security card, and/or documentation from public/social service agencies). Pay stubs or employment verification reflecting wages from the previous six months must also be provided at time of eligibility determination. Youth who are under the age of 18 must be accompanied by their parent/guardian at the time of registration. See the Eligibility Documents Checklist attached.

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of contact:  Email  Home Phone  Cell  Other \_\_\_\_\_

(To help us facilitate the application process, please check all boxes that apply you.)

<p><b>Youth must be:</b></p> <p><input type="checkbox"/> Between Ages 14-24</p> <p><input type="checkbox"/> U.S. Citizen/Permanent Resident Alien</p> <p><input type="checkbox"/> Travis County Resident</p>	<p><b>Must meet the income barrier</b></p> <p><input type="checkbox"/> Documented Disability</p> <p><input type="checkbox"/> (SNAP) Food Stamps/TANF recipient</p> <p><input type="checkbox"/> Meet WIA Poverty Guidelines</p> <p><input type="checkbox"/> Foster Youth</p>
<p><b>Are you pregnant or have children?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you need childcare?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>Must have additional barrier</b></p> <p><input type="checkbox"/> Pregnant/Parenting</p> <p><input type="checkbox"/> Offender</p> <p><input type="checkbox"/> Homeless/Runaway</p> <p><input type="checkbox"/> High School Dropout</p> <p><input type="checkbox"/> Deficient in Basic Literacy (to be assessed)</p>
<p><b>Referral Source:</b></p> <p>Name: _____</p> <p>School: _____</p> <p>Agency: _____</p> <p>Other: _____</p>	

*For office use only:*

**Location:**  South  East  Central  West  North  Del Valle  Manor  Pflugerville

**Career Interest:**  Technology  Parks & Recreation  Construction  Hospitality  Customer Service  
 Clerical  Health Care  Automotive  Retail/Sales  Landscaping  Weatherization/Home Energy  
 Other: \_\_\_\_\_

# Eligibility Documents Checklist

In an effort to expedite the eligibility process, please begin to acquire the following documents for intake. If you are under 18 years of age, you must bring a parent or legal guardian with you. You must bring one item from each of the applicable categories listed below. If you have any questions, please contact the **Viva Verde Intake Specialist at 637-7139** or email her at [vivaverdeintake@austingoodwill.org](mailto:vivaverdeintake@austingoodwill.org).

**Please Note: All applicants must bring all required documents to their scheduled Eligibility Session. If any items are missing, your intake session will be rescheduled once all documentation can be provided.**

<b>1. Age: (14-24)</b>		
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Driver's License or State ID Card	
<input type="checkbox"/> Passport	<input type="checkbox"/> Alien Registration Card	
<b>2. Social Security Number</b>		
<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Letter from Social Service Agency verifying SS#	
<b>3. Citizenship or Eligibility to Work</b>		
<input type="checkbox"/> U.S. Birth Certificate	<input type="checkbox"/> U.S. Passport	<input type="checkbox"/> Alien Registration Card
<b>4. Selective Service: Only required if you are male and at least 18 years old</b>		
<input type="checkbox"/> Registration Card	<input type="checkbox"/> Internet verification ( <a href="http://www.sss.gov">www.sss.gov</a> )	<input type="checkbox"/> Not Applicable
<b>5. Special Circumstances: Provide Documentation only if these situations apply.</b>		
<input type="checkbox"/> <i>Foster Child</i> - Letter from Department of Children and Families or Foster parent		
<input type="checkbox"/> <i>Disability</i> - Letter from school, doctor or social service agency, SSI or school records		
<input type="checkbox"/> <i>Pregnant or Parent</i> - Birth Certificate of child/children or letter from doctor		
<input type="checkbox"/> <i>Homeless</i> - Letter from shelter or social service agency		
<input type="checkbox"/> <i>Offender</i> - Police Record, letter from Parole/Probation, or Court Documents		
<input type="checkbox"/> <i>School Dropout</i> - Dropout letter from school or attendance record		
<b>6. Public Assistance: If you or your family receives any type of public assistance, bring all documents that apply.</b>		
<input type="checkbox"/> Letter from Public Assistance Agency verifying that you currently receive SNAP (Food Stamps)/TANF.		
<b>7. Family Income: If you or your family do not receive any type of public assistance, bring all documents that apply for each family member with income in the last 6 months.</b>		
<input type="checkbox"/> Please contact Intake Specialist at 637-7139 for employment verification form (preferred)		
<input type="checkbox"/> Last 6 months worth of pay stubs from <b>each</b> job for each family member with income		
<input type="checkbox"/> Other sources of income documents (examples: social security income, unemployment, alimony, child support, pension, quarterly estimated tax for self-employed persons, etc.)		

<b>WIA- INCOME POVERTY GUIDELINES</b>	
<b>Annual Family Income</b>	
<b>Family Size*</b>	
1	-A husband, wife, & dependent children -A parent or legal guardian & dependent children -A husband and wife \$10,830
2	\$14,570
3	\$18,310
4	\$22,523
5	\$26,583
6	\$31,089
7	\$35,595
8	\$40,101
>8	Add 4,506 for each person above 8