

# SUMMER YOUTH EMPLOYMENT PROGRAM

## REQUIRED DOCUMENTATION

### Birth Certificate

Ages 14 to 18 as of June 22, 2017

For information on how to apply for a birth certificate, see the [frequently asked questions](#).

### Social Security Card

Spelling of name listed on Social Security Card must match name listed on birth certificate.

For information on how to apply for a Social Security card, see the [frequently asked questions](#). If you have applied for a new or replacement Social Security card, but have not received the actual card yet, documentation from the Social Security office confirming that you have applied for a new (replacement) card can be submitted during your first scheduled appointment with Y.O.U.; however, the actual Social Security card will be required prior to being placed into work experience.

### Residency

- Kalamazoo Public School (KPS) School issued student ID from the 2016/2017 school year or the most recent report card from the 2016/2017 school year. NOTE: if your school does not issue a new ID each year, therefore does not have printed "2016/2017" school year on it, please plan to provide your most recent 2016/2017 report card.
- If you do not attend a Kalamazoo Public School (KPS), but live within the Kalamazoo City limits, please provide proof of residency such as a Michigan ID or Michigan Driver's License. NOTE: For youth under the age of 18 a parent/guardian ID may also be used to document residency however parent name must be listed on birth certificate or court ordered legal guardianship documentation must be provided. If parent/guardian ID is used to document residency, a school photo ID or report card will be required prior to completing employment documents.
- If the applicant does not attend a Kalamazoo Public School, please [CLICK HERE](#) to confirm whether your address falls within the Kalamazoo City Limits (vs. Kalamazoo Township). Only applicants that attend a Kalamazoo Public School or live in the Kalamazoo City Limits are eligible to apply.