



## 2014 SUMMER YOUTH EMPLOYMENT PROGRAM

### PARTICIPANT FOLDER CHECK-OFF LIST

An individual folder must be kept and maintained on each youth participating in your program. Periodically, our staff will be visiting your site and reviewing your folders. Each folder should be divided into two sections, which should contain, at a minimum, the following items:

#### SECTION 1 – ELIGIBILITY

- A copy of the complete PSYEP Application issued by City PSYEP Staff
- A copy of the W4
- A copy of EEO/ Grievance Form ^^
- A copy Work Permit\* (ages 14 – 17 inclusive) ^^
- A copy of Photo Release ^^

#### SECTION 2 – PROGRAM ACTIVITY

- Time Sheets\*\*
- Youth Progress Reports by the end of 3rd week and end of program ^^

\*May not apply to all participants

\*\*Must be signed in ink

^^Copy of form sent down to PSYEP office