



The City of Suffolk is gearing up for the 2010 Summer Work Success Program. This program is designed to provide Suffolk youth (ages 16-24) with a meaningful work experience that assists in the development of skills and work habits in a challenging and rewarding work environment.

Available Summer Employment Experiences:

Office Assistant – duties include, but not limited to: providing customer service, data entry, filing, copying, answering phones, basic computer skills, scanning and general office work as needed.

Recreation Aide – duties include, but not limited to: assisting with games, researching and selecting age appropriate activities, planning materials/space and time for activities, managing children's behavior and evaluating children's learning and development. May assist with both set-up and working of special events.

Custodial Assistant - duties include, but not limited to: cleaning exterior and interior of recreation centers and city facilities; assisting with set-up for facility rentals.

Applications:

To be considered for 2010 Summer Work Success Program applicants must fully complete the attached application, meet the WIA eligibility requirements, and provide documentation of all required eligibility items.

SUBMISSION OF AN INCOMPLETE APPLICATION OR FAILURE TO PROVIDE REQUIRED VERIFICATIONS BY THE APPLICATION DEADLINE WILL DISQUALIFY YOU FOR CONSIDERATION FOR THE 2010 PROGRAM.

APPLICATIONS ALONG WITH THE REQUIRED VERIFICATIONS MUST BE RECEIVED BY 5:00 P.M., MONDAY, MAY 24, 2010. DOCUMENTS MAY BE HAND-DELIVERED OR MAILED TO THE SUFFOLK DEPARTMENT OF SOCIAL SERVICES, 135 HALL AVENUE SUITE B, SUFFOLK, VIRGINIA 23434.

Applications may be picked up from the following sites:

- City of Suffolk Human Resources Department – 440 Market Street
 - City of Suffolk Parks and Recreation Department - 110 W. Finney Avenue
 - East Suffolk Recreation Center – 138 S. 6th Street
 - Suffolk Redevelopment and Housing Authority – 804 W. Constance Road
 - Suffolk Workforce Development Center – 157 North Main Street
 - Suffolk Department of Social Services – 135 Hall Avenue Suite B
 - Western Tidewater Community Services Board – 5268 Godwin Blvd.
 - Morgan Memorial Library – 443 West Washington Street
 - Northern Suffolk Library – 2000 Bennett's Creek Road
- Additionally the application may be accessed through the City of Suffolk's web site at www.city.suffolk.va.us

WIA ELIGIBILITY REQUIREMENTS:

Funding for this program requires that we verify citizenship, identity, financial eligibility, and an employment barrier. Verifications must be attached to your application with the exception of the following situations:

- **If you are a recipient of public assistance (TANF) you do not need to include verifications as they will be secured through your TANF record.**
- **If you are a recipient of SNAP (Food Stamps) you do not need to include verification of financial eligibility as that will be secured through your SNAP household record, however verification of the other program items are required.**

The following is a listing of acceptable documentation for each area. Please check the appropriate boxes below indicating the type of verification that is attached. Please note that only one acceptable documentation is needed in each area. In example if your driver's license includes your Social Security Number then a copy of that license

is all that would be required to document citizenship. If you have a specific question regarding what is acceptable documentation of the items below please contact Jennifer Branham, Youth Services Coordinator at 514-4503.

Please include your last name and last four digits of you SSN in the upper right hand corner of all verifications submitted.

Citizenship	Age/Date of Birth	Financial Eligibility	Employment Barriers
<input type="checkbox"/> Drivers License (if Social Security Number is listed)	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Public Assistance/TANF	<input type="checkbox"/> Household Receiving Public Assistance
<input type="checkbox"/> Pay Stub	<input type="checkbox"/> Baptismal Certificate (if place of Birth is shown)	<input type="checkbox"/> Receives SNAP or was determined eligible to receive in the last six months	<input type="checkbox"/> Public Housing Resident
<input type="checkbox"/> W-2 Form	<input type="checkbox"/> Hospital Record of Birth (if place of Birth is shown)	<input type="checkbox"/> Homeless per 103(a) & 103(c) of the McKinney Act	<input type="checkbox"/> Section Eight Housing Resident
<input type="checkbox"/> Social Security Benefit Documents	<input type="checkbox"/> SNAP Benefits	<input type="checkbox"/> Publicly supported Foster Child	<input type="checkbox"/> Has a Physical or Learning Disability
<input type="checkbox"/> U.C. Records (if Name and Social Security number assigned)	<input type="checkbox"/> Public Assistance Record	<input type="checkbox"/> Individual with a disability and own income at or below Poverty Line or 70% of the LLSIL	<input type="checkbox"/> Has No Paid Work Experience
<input type="checkbox"/> Letter from Social Services	<input type="checkbox"/> Alien Registration Card Indicating Right to Work (INS form I-151, I-551, I-94, I-688A, I-197, I-179)	<input type="checkbox"/> Family Income at or below the Poverty Line or 70% of the Lower Living Standard Income Level (LLSIL)	<input type="checkbox"/> Is Living in a Single Parent Home
<input type="checkbox"/> Employment Records	<input type="checkbox"/> U.S. Passport		<input type="checkbox"/> Has a Section 504 Plan or IEP
<input type="checkbox"/> IRS Form Letter 1722	<input type="checkbox"/> Naturalization Certification		<input type="checkbox"/> Is Behind one or More Grade Levels
<input type="checkbox"/> DD214	<input type="checkbox"/> Handgun Permit		<input type="checkbox"/> School Dropout
<input type="checkbox"/> Other verifiable sources as appropriate	<input type="checkbox"/> Native American Tribal Document		<input type="checkbox"/> Homeless, Runaway Or Foster Child
	<input type="checkbox"/> DD-214, Report of Transfer of Discharge (if place of Birth is shown)		<input type="checkbox"/> Individual including a youth with a disability who require assistance to secure or hold employment or to complete an educational program
	<input type="checkbox"/> Social Security Card (Work Eligible) with I.D.		<input type="checkbox"/> Pregnant or Parenting
	<input type="checkbox"/> Foreign Passport Stamped Eligible to Work		<input type="checkbox"/> Offender
			<input type="checkbox"/> Basic Skills Deficient

Males born on or after January 1, 1960 must register with the Selective Service System within 30 days after their 18th birthday. If you meet this requirement go to www.sss.gov and print documentation of your Selective Service registration.