**SMRCDC - YouthBuild Memphis Orientation Documentation Status Checklist**

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Forms**

* Application - every section thoroughly completed and last page signed by applicant
* W—9
* Emergency Information
* SMRCDC Participant Photo Release
* Release of Information Consent
* Release of Employment Information
* Equal Opportunity is the Law
* Acknowledgement of Receipt of Complaint Procedures

**Proof of Age**

* + Birth Certificate OR Driver’s License or Government ID Card

**School Status**

* + Diploma or GED Certificate (if attained)
  + Drop out status –qualifier can be documented with self attestation
  + School Transcript from the last school you attended (if possible)

**Social Security Number**

* SS Card or a receipt from the Social Security office showing application

**Health Insurance or Medicaid Card**

* Private health insurance card or Medicaid Card (will assist in obtaining if uninsured)

**Proof of Income**

* Public assistance records/receipt (Bridge Card, SSI letter, etc.)
* Last two pay stubs from work, if you worked
* Tax return or 1099 Form (applicant’s own return unless still he/she is still a dependent)

**Selective Service Registration (males only)**

* If you don’t’ have your receipt or card – we will verify/register you

**Documented Disability (Includes learning disabilities) YES NO If yes:**

* Medical records or physician statement
* School IEP

**Youth or Adult Offender YES NO If yes:**

* Court documentation or police records
* Letter from probation/parole officer

**Incarcerated Parent - current or past YES NO If yes:**

* Court record (required only if incarcerated parent is the only qualifier)

**Foster Care YES NO If yes:**

* Record from Foster Care Agency (required only if foster care is the only qualifier)

**Migrant Worker YES NO If yes:**

* Self attestation supported by letter from Migrant Agency or employer

**Evaluation Study Paperwork - THIS WILL BE DONE AT THE BEGINNING OF MENTAL TOUGHNESS**

* Agreement to Participate Packet (multiple forms)