



Youth Employment Documentation Checklist

LAST NAME: _____ FIRST NAME: _____

WORK EXPERIENCE: _____

LOCATION: _____

Employment Application

Release Form (R2E Only)

TANF Form (R2E Only)

Proof of Income –

- Paycheck stubs from the past 30 days (four weeks)
- Letter from employer on letterhead or a statement with company stamp detailing the customer's gross income for the past 30 days
- OWF, Food Stamps, or Medicaid – Proof of Eligibility/Income CNPE screen print can be requested from the case manager or the customer can register for the JFS Community Portal (<https://communityportal.fcdjfs.franklincountyohio.gov/Home/>) and print his/her own verification of eligibility
- Alimony and Child Support Court Payments – printout from child support or check stubs, dated with the past 6 months
- Benefit award letter (Disability Financial Assistance, SSI, Retirement Survivor's and Disability Insurance, Workers Compensation, UI, Pension and Retirement)
- Self-employed – copy of most recent federal income tax return (divide total by 12 to calculate the last 30 days of income)
- Rental income (statement from tenant or lease agreement)
- Investment Income
- Zero Income – attach a statement from the applicant documenting means of support including name, address, and phone number of the individual providing support to the family

Paychex Payroll Form/Direct Deposit Letter Attached

I-9 (Employment Eligibility Verification)

Identification (School ID, State ID, Driver's License): _____

Social Security Card

Birth Certificate

*Age on day application signed: _____

W-4 (Employee Withholding Allowance)

IT-4 (Employee Withholding Exemption)

Parent Consent (14-18 years old)

Minor Wage Agreement (14-18 years old)



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Employee Handbook Acknowledgement

Work Permit Approval/Denial Letter Job Placement Letter Worksite Agreement

Work Permits are mandatory during the school year for 16-18 year olds
