

# SYEP Registration

Registration for the 2023 City of Albany Summer Youth Employment Program (LIGHT) will be open from February 27th at 8am through March 31st at 12pm for city of Albany youth residents ages 14- 18. All eligible youth are encouraged to apply by completing the online application to begin.

## [CLICK HERE TO REGISTER](#)

### Eligibility

1. Be a city of Albany resident.
2. You must be between the ages of 14-18 by March 31st.
3. Complete the entire registration process.

### Registration Process / Phases of registration

1. Complete online application between March 1st – 31st
2. Print out and complete the payroll packet
3. Bring the complete payroll packet and additional required documents during the drop off periods at Bleecker stadium
4. Attend and complete the family orientation session

### Things to consider

Applications will follow a first-come, first-served process, and registration does not guarantee a paid work experience. **Youth applicants are required to be present during document drop off.**

Please note, as part of the SYEP Application process, the mandatory orientation will be conducted virtually from May 15th through May 21st. Please be sure to check your email for the link to the training portal. If you have any questions or need additional information, please contact our office at 518-438-1082.

### Registration Document Drop Off

Drop off will take place at the SYEP office from March 13th – March 31st, 3pm-6pm

Extended drop-off April 3rd 9am-4pm

Saturdays: By Appointment Only

SYEP Office (Bleecker Stadium)

721 Clinton Ave  
Albany, NY 12206

[Email SYEP](#)  
518.438.1082

If you are selected from the lottery for a summer job, you will need to bring certain documents to your SYEP provider. **These items are needed to officially complete your enrollment so that you are eligible for a SYEP job.** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 3 and 6)

**1. Proof of Identity**

Official Picture ID (if over 18)  
(School, city, state, government issued)

**2. Proof of Age**

Birth Certificate **OR**  
 Benefit Card **OR**  
 NYS Driver/Non-Driver's License **OR**  
 Alien Registration Card **OR**  
 Valid U.S. Passport

**3. Proof of Social Security Number**

Social Security Card (**ONLY**)

**4. Working Papers** (must be age applicable)  
 If you are under the age of 18 at the time of application, you must submit your most current working papers. Working papers can be acquired through your school.

14 and 15 years of age: Blue Card  
 16 & 17 years of age: Green Card

**5. Proof of Citizenship/Alien Status**

Valid U.S. Passport **OR**  
 U.S. Birth Certificate **OR**  
 Alien Registration Card **OR**  
 I-94, I-551, I-797 **OR**  
 Certificate of Naturalization **OR**  
 Employment Registration Card

**6. Proof of Address (dated within last 6 months)**

Home Utility Bill **OR**  
 Current Lease, Mortgage, Deed **OR**  
 Current Cable Bill (must have phone service listed) **OR**  
 Official Mail from a Federal, State or City Agency

**7. Proof of Family Income (dated within last 6 months)**

**If supported by Public Assistance**

Current EBT Card (with parent/guardian name)  
 And a recent store receipt **OR**  
 Current Benefit Budget/SNAP Letter **OR**  
 Official letter from Social Services (must include applicants name, Benefit # and date)

**OR**

**If Not Supported by Public Assistance**

Two (2) consecutive pay stubs dated within the last six months (must include payee name, and gross income) **OR**  
 2022 W-2 form and one (1) pay stub dated within the last six months **OR**  
 Current Pension Award letter **OR**  
 Current SSA letter **OR**  
 Unemployment Benefit Document dated within the last six months **OR**  
 If self-employed, 2022 Tax Return including Schedule "C" or "E" (if receiving rental income)

**8. SYEP Application**

A signed SYEP application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.

**Please Provide ONLY if applicable**

9. Selective Service Registration Card **OR**  
 Selective Service "Online Receipt"  
**Required for males 18 years of age or older**

10. Proof of **Disability**: Official documentation as applicable, certifying disability from a physician, ACS, HRA, School Social Service Agency or Authorized Entity.

Please note: All references to the word **current** mean documents dated within the last 6 months or where applicable, documents which are still valid and have not expired

**Expired Document will NOT be accepted.**