

If you are selected for a Ladders opportunity, you will need to submit certain documents online via a secured document submission site. You must submit **COPIES** of one (1) item from categories 1-9 listed below as it applies to you. **These items are needed to officially complete your enrollment so that you are eligible for Ladders for Leaders.** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 2 and 7).

**Reminder: ONLY COPIES OF THESE DOCUMENTS WILL BE ACCEPTED**

### 1. Proof of Identity

- Official Picture ID (school, city, state, government issued)  
IDNYC Municipal ID will be accepted

### 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. Proof of Address (*Dated within the 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

### 5. Ladders Application

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

### 6. Proof of Employment Authorization

- Report Card (*dated within the last 6 mos*) **OR**
- Official School Transcript **OR**
- NYS Driver/Non-Driver's License **OR**
- Voter's Registration Card **OR**
- U.S. Military Card /Draft Record **OR**

### 7. Proof of Educational Status

- Official High School Transcript **OR**
- Official College Transcript **OR**
- Unofficial College Transcript w/ copy of College ID

### 8. 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

### 9. Proof of Family Income (*Dated within the 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 applicant's 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**
- 2021 W-2 form and one (1) pay stub dated within the last six months **OR**
- Current Pension Award letter **OR**
- Current SSA Award letter **OR**
- Unemployment Benefit Document dated within the last six months **OR**
- If self-employed, 2021 Tax Return including Schedule "C" or "E" (if receiving rental income)

### 10 Working Papers (*Must be age applicable*)

Working papers can be acquired through your school. If you are not attending school, call 311 or contact your local District Office.

#### **Required for Youth under 18 years of age ONLY**

- 16 and 17 years of age: Green Card

### 11. Please provide ONLY if applicable

- Selective Service** Registration Card **OR** Selective Service "Online Receipt"  
**Required for males 18 years of age or older**
- 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 six (6) months or where applicable, documents which are still valid and have not expired. The status of your application can be found at [www.nyc.gov/dycd](http://www.nyc.gov/dycd).**