



Delaware Technical Community College – Owens Campus

Out of School Youth Program – Stepping Up To Success

Documentation Needed

Student Name: _____ Date: _____

<input checked="" type="checkbox"/> When obtained	Purpose for Verification	Allowable Document
	PROOF OF AGE	Birth certificate, school records, picture ID or driver’s license
	PROOF OF CITIZENSHIP	Social security card, birth certificate
	PROOF OF RESIDENCY	Driver’s license or picture ID or Bill with address on it
	PROOF OF FAMILY SIZE	Self-Certification requires of members in the household to be verified and all persons accounted for.
N/A	INCOME VERIFICATION/PAY STUBS	(3) Most recent pay stubs. If student is under 18, and parents claim on taxes, must provide parent’s pay stubs (3most recent) AND any of the following that may apply: food stamps, AFDC, Medicaid, CPS, unemployment comp, SSI
	BARRIERS: <i>High School drop-out</i> <i>Identified by staff with the following verification to make sure we are equipped to serve equitably.</i>	<ul style="list-style-type: none"> • Provide withdrawal and transcript from last high school attended. (required prior to TABE assessment) • Provide letter from PO if on probation • Letter from Foster Care • Basic Skill deficiency • IEP/504 or Mental documentation
	SELECTIVE SERVICE REGISTRATION	www.selectiveserviceregistration.com (males only 18 Yrs. Old)
	SOCIAL SECURITY CARD	Actual Document Preferred. Secondary documents allowable: Pay stub or W-2 or school transcript with SS # indicated.

Please check Appropriate Boxes:

Issued to Walk-in

INFORMATION DUE BY: _____

(Use Test Date)

Used for File Verification (DOL/MIS Does)

By the following Staff Member:

C. Patterson

A. Smith

M. Macia

E. Grice