



## **TEEN Stipend-Based Programs REGISTRATION REQUIREMENTS**

### **ALL 6 requirements must be met to register for Programs**

#### **1. Proof of Income – must have 2025 year on documentation**

This requirement can be satisfied by submitting the following:

- SSI Award Letter with monthly amount
- Food Stamp or Social Security Award Letter with amount
- Photocopy of 4 consecutive pay stubs for ALL adult members of the household.
- If unemployed, must provide a letter from Louisiana Workforce Commission regarding unemployment status or a notarized letter stating current income.
- If self-employed, must provide a notarized document stating current gross monthly income.
- If there are 2 parents/guardians, provide proof of income for both parents/guardians.

#### **2. Proof of Residency in Orleans Parish – must have 2025 year on documentation**

This requirement can be satisfied by submitting one (1) of the following:

- Photocopy of a utility bill, phone bill, current insurance statement, or pay stub documentation with the parent/guardian current Orleans Parish address. The address on the document provided must have the same address provided on the registrant's application.

#### **3. Identification Verification (Teen and parent; if teen has no ID, report card covers the requirement; parent must provide ID)**

This requirement must be satisfied by submitting the following:

- Photocopy of a valid State-issued Identification Card or Driver's License for parents and/or guardians.
- Photocopy of Teen ID(state-issued or school)
- If there are 2 parents/guardians, provide such documentation for both parents/guardians.

#### **4. Report Card**

This requirement can be satisfied by submitting the following:

- Photocopy of teen's report card from current school year (2024-2025)
- High School Diploma, College Class Schedule, School Withdrawal or Dropout Documentation

#### **5. Teen's Birth Certificate**

#### **6. Teen's Social Security Card**

*\*PLEASE NOTE THAT ALL REQUIRED DOCUMENTATION MUST BE ON HAND AT THE TIME OF REGISTRATION IN ORDER TO ENROLL TEENS INTO TEEN PROGRAMS. WE DO NOT ACCEPT INCOMPLETE APPLICATIONS!*

*\*IF REGISTERING MORE THAN ONE CHILD FROM THE SAME HOUSEHOLD, COPIES OF ALL DOCUMENTS FOR EACH CHILD BEING REGISTERED MUST BE PROVIDED.*

**WE WILL NOT MAKE COPIES ON SITE; ALL COPIES MUST BE BROUGHT IN.**