



TEEN Stipend-Based Programs REGISTRATION REQUIREMENTS

ALL 6 requirements must be met to register for Programs

1. Proof of Income – must have 2026 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 2026 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 (2025-2026)
- 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.