SIGNATURE REPORT

Dear Applicant,

Thank you for applying for the **TANF Youth Employment Program** – **RocYourJob Program.**

All students are required to upload a photocopy of the following list of Supporting Documentation to the DocCollect System. Please do not mail or fax supporting documents, they will not be accepted; additionally, no originals will be accepted. Failure to upload proper documents will delay your application.

Please see confirmation email for document upload link.

Electronic Signatures not accepted
Please print the form to sign

***Application will not be processed until all required documents are submitted**

List of Supporting Documentation (required):

- A photo ID ***(within the last 2 years)***
- Your Social Security Card
- Your work permit (all applicants must be 14 years of age)
- Your most recent report card (*This must be an official report card. A screenshot from your school portal or progress/interim report will not be accepted.*)
- 2025_2026 TANF RYJ Signature Report

Pages 2 – 4 of the Application Signature Report must be completed and signed

- Section 1: applicant's name
- Section 2: benefit information for families receiving public assistance ***or***
- Section 3: income information for families not receiving public assistance
- Section 4: Citizen / Non-Citizen Status
- Section 5: Student Signature *(electronic signature not accepted)*
  Parent Signature *(electronic signature not accepted)*

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CONFIDENTIAL INFORMATION - will not be shared outside the program

Section 1: Student Name: _____

The information on this form is necessary to determine whether or not federal Temporary Assistance for Needy Families (TANF) funds may be used to provide services to you. This application form may be used by an applicant for services who is under 21 years of age.

If you receive public assistance, proceed to section 2. If you do not receive public assistance, continue to section 3.

Please note: Proof of income may be requested. Be sure to complete all required sections. Missing information will delay your application.

Section 2: For Families on Public Assistance

Please enter the appropriate case number(s) for receiving benefits.

Family Assistance/Safety Net: Case # _____ HEAP: Case #_____

Medicaid: Case # _____ SNAP: Case # _____

SSI: Case # _____

If you do not receive public assistance, please move forward to Section 3

Section 3: For Families not on Public Assistance

Include the gross income (income before taxes and deductions) of each family member who lives with you. Family members include your mother, father, stepmother, stepfather, any brothers or sisters (including half-siblings) who are under 18 years of age (or 18 and in secondary school) and these siblings' parents. If you have a child of your own, you should include that child, any brothers or sisters of the child, and the child's parent. You should not include any of these people if they do not live with you. You should not include other family members such as grandparents, uncles or aunts. If you are married, you should include your spouse, but do not need to include your parents or siblings.

List all sources of gross income, including wages, social security benefits, public assistance benefits, child support, alimony, etc. received and any other recurring income of a family member. You do not need to include any earned income (wages) received by you or any other family member who is under 18 years of age (or 18 and in secondary school) but must include any unearned income.

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Size of household (Including Yourself) _____

	Name	Income Source	Amount	Received		
		Wages, Social Security, etc.		Yearly	Monthly	Weekly
1						
2						
3						
4						
5						
6						
7						

Section 4: Citizen / Non-Citizen Status

A. Are you a United States citizen?

☐ Yes

☐ No. If no, complete Item B

B. If you (the youth applicant) are not a United States citizen, look at the "Immigration status list" on pages 5 and 6 and tell us which status applies to you. Enter the status number from the list and complete the information below.

Immigration status (# 1 through 15) that applies: _____

INS Form Number: _____

Alien Number: _____

Date of Entry into the United States: _____

Do you live within the limits of the City of Rochester? ☐ YES ☐ NO

Is your child a foster child? ☐ YES ☐ NO

Does your child have an Individual Education Plan I.E.P.? ☐ YES ☐ NO

**Access to the I.E.P. will be confidential and used to assist in making the most appropriate referral.*

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Section 5:

Student Signature:

I _____, have completed and truthfully answered all the questions on the application. I understand that I may be terminated from the program, if I have given any false information.

Student Signature: _____ **Date:** _____

Original Signature Required

Parent / Guardian Signature:

The individual signing this application may be asked to prove any or all of your statements. If we ask you to do this, we will tell you how to prove your statements.

We are asking for Social Security number(s) because any person applying for or receiving federal TANF services must give us his or her Social Security number; Social Security numbers are required under federal law (Section 409(a)(4) of the Social Security Act) and federal regulations (45 CFR 264.10). We may use Social Security number(s) to do computer matches with other programs to prove you are receiving these programs (for example, SNAP), to do a computer match to verify other information on the application, or to verify your alien status.

If you disagree with any decisions we make regarding your eligibility to receive TANF services, you may have your certification reviewed by a person at a level above the person who made the first decision.

I give permission for my child to participate in the **TANF Youth Employment Program** – **RocYourJob** and for the program to send and or receive information from my child's school to obtain additional information, to conduct a background check, and / or to share placement data if necessary. Additionally, I agree to allow for the recorded image or for the voice of my child to be used for promotional materials, and I understand that neither I nor my child will be compensated for them. I have truthfully answered the above questions. By signing this, I am swearing, under penalty of perjury, that all the above statements are true and correct to the best of my knowledge and that I am willing to cooperate with any efforts to verify the information provided.

Signed : _____ **Date:** _____

Original Signature Required

Relationship to Applicant: _____

If the applicant lives with his or her parents, a parent or other adult relative caretaker must sign this form for the application to be complete. The Commissioner of the Department of Social Services or his or her designee must sign for children in foster care.

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	STATUS	Relevant Date for Eligibility	Common Documentation
1.	**Refugees**	**Entry**	**I-94**: stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, RE4" **or** **I-551**: stamped "R8-6, RE5, RE6, RE7, RE8 or RE9" **or** **I-571**: Refugee Travel Document **or** **I-688B**: Employment Authorization Document annotated with "8 C.F.R. § 274a.12(a) (3)" **or** **I-766**: Employment Authorization Document annotated "a3"
2.	**Cuban/Haitian Entrants**	**Status Granted**	**I-94**: stamped "Cuban/Haitian Entrant (status pending)," "Section 212(d) (5) of the INA," "Form I-589 filed," or "CU6," or CU7" **or** **I-94** stamp showing parole under Section 212(d)(5) of INA or stamp showing parole in US on or after 10/10/80 and reasonable evidence that parolee has been a National (citizen) of Cuba or Haiti **or** **I-551**: stamped "CU6, CU7, or CH6" **or** Temporary **I-551** stamp in foreign passport. **or** USCIS notice or letter indicating ongoing exclusion or deportation proceedings **or** A document from USCIS indicating individual applied for asylum.
3.	**Asylees**	**Status Granted**	**I-94**: stamped "Granted asylum under Section 208 of the INA" **or** **I-551**: Stamped "AS1,AS2, AS3, AS6, AS7, or AS8" **or** **I-688B**: Employment Authorization Card annotated with "8 C.F.R. § 274a.12(a)(5)" **or** **I-766**: Employment Authorization Document annotated "(a5)" **or** Grant letter from USCIS Asylum Office **or** Order of an immigration judge granting asylum.
4.	**Amerasian Immigrants**	**Entry**	**I-94**: stamped "AM1, AM2, AM3, AM6, AM7, or AM8." Derive date of entry from date of inspection on stamp; if date is missing, obtain from I-551 or from USCIS **or** **I-551**: stamped "AM1, AM2, AM3, AM6, AM7, or AM8" **or** Temporary **I-551** stamp in foreign passport **or** **1-571**: Refugee Travel Document **or** Vietnamese exit visa or passport stamped "AM1, AM2, or AM3"
5.	**Deportation or Removal Withheld**	**Status Granted**	**I-688B**: Employment Authorization Card annotated with "8 C.F.R. § 274a.12(a)(10)" **or** **I-766**: Employment Authorization Document annotated "(a10)" **or** Order from Immigration Judge showing the date deportation was withheld under Section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under Section 241(b)(3) of INA
6.	**Certain Hmong or Highland Laotian**	**Status Granted**	**I-94**: stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, or RE4" **or** **INS I-551**: Stamped "RE5, RE6, RE7, RE8, or RE9" **or** Has a signed affidavit sworn under penalty of law that s/he was a member of Hmong **or** Highland Laotian tribe between 8/5/64 and 5/7/75 or a verified spouse*, widow, widower **or** unmarried dependent of a tribal member **and** Documents to show lawfully residing in the US **Divorced spouses do not qualify**
7.	**Lawfully Admitted For Permanent Residence (LPR) without 40 Qualifying Quarters**	Entered Before 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	**I-551**: (Permanent Resident Card) **or** Temporary **I-551** stamp in foreign passport or on **I-94.** **or** **I-327** (Re-entry Permit) **or** **I-181**: Memorandum of Creation of Lawful Permanent Residence with approval stamp
8.	**Veteran, spouse, unmarried surviving spouse and unmarried dependent child of a U.S. veteran who fulfilled minimum active duty requirement (2 years)**	**Status Granted**	A Discharge Certificate **(Form DD-214)** that states "Honorable." A character of discharge "Under Honorable Conditions" is not an "Honorable Discharge" for these purposes. Narrative Reason for Separation block must not state that discharge was for reason of "alienage" or lack of U.S. citizenship

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	STATUS	Relevant Date for Eligibility	Common Documentation
9.	**Active Military: Active duty or a member of the Armed Forces on full-time duty in the Army, Navy, Air Force, Marine Corps or Coast Guard, spouse and children**	**Status Granted**	Military Identification Card (DD Form 2) (Active) that lists an expiration date of more than one year from the date of determination. If ID card is due to expire within one year from the date of determination, use a copy of current military orders.
10.	**Conditional Entrant (status granted to refugees before 1980)**	**Entry**	**I-94** with stamp showing admitted under Section 203(a)(7) of INA **or** **I-688B** (Employment Authorization Card) annotated "274a.12(a)(3)" **or** **I-766** (Employment Authorization Document) annotated "(a1)" or "(a3)
11.	**A US citizen's or LPR's battered spouse or child, or parent or child of such person, who obtains "Notice of Prima Facie Case from USCIS under the Violence Against Women Act (VAWA)**	Entered Before 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	I-797 (Notice of Action) indicating prima facie eligibility of an I-360 self-petition under INA Section 204(a)(1)(A) (ii) or (iv); **or** INA Section 204(a)(1)(iii)(B) (i) or (iii)
12.	**Victim of Human Trafficking**	**Entry**	Certification Document (for adults) or Eligibility Letter (for children) from the Office of Refugee Resettlement (ORR); Must call 1-866-401-5510 for verification **or** **I-94** Coded T1, T2, T3, T4 or T5 stating admission under Section 212(d)(5) of the INA if status granted for at least one year
13.	**Parolee (for at least one year)** (Non-citizens who have been allowed to come into the U.S. for humanitarian or public interest reasons)	Lawfully Residing in U.S. on 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	**I-94** with annotation "Paroled pursuant to Section 212(d)(5)" or "parole" or "PIP" with date of entry and date of expiration indicating one year **or** **I-688B** annotated "8 CFR Section 274a 12(a)(4) or 274(a) 12(c)(11)" **or** **I-766** annotated "C11" or A4, and **I-94** indicating admitted for at least one year
14.	**North American Indian born in Canada**	**NA**	**I-551:** (Permanent Resident Card): stamped "S1-3" , temporary **I-551** stamp in a Canadian passport **or** **I-94:** stamped "S1-3" **or** **Tribal document** certifying at least 50% American Indian blood, as required by Section 289 of the INA or documented member of a federally recognized tribe **and** School records, **or** A birth or baptismal certificate issued on a reservation, **or** Other satisfactory evidence of birth in Canada
15.	**Member of federally recognized tribe born outside U.S.**	**NA**	Membership card or other tribal document demonstrating membership in a federally recognized Indian tribe under Section 4(e) of the Indian Self-Determination and Education Assistance Act