



507 E. Mayfield Blvd.  
 San Antonio, Texas 78214  
 Office: 210-924-0330  
 Hours: Monday – Friday  
 8:30 am – 12 noon  
 2:00 pm – 5:00 pm

## 2017 PROGRAM REQUIREMENTS

- Youth must be between the ages of 14-16 by the start date of the program. Youth turning 17 when program is in session will not be eligible. Youth must reside in City Council District, 2, 3, 4, 5 or 6.
- Youth must participate in an unpaid training June 12-16, 2017 that will cover:
  - ✓ Financial Literacy
  - ✓ Job Readiness
  - ✓ Bi-weekly Peer2Peer meetings
  - ✓ Open checking and savings account with JOVEN's partner bank (parent must be present)
    - **Please do not open an account prior to acceptance, bank must be done with JOVEN.**
- Youth must be able to complete the six week work program or a maximum of 120 hours.
- Youth must have reliable transportation to and from work site. Transportation is not provided.
- Youth must complete employment application with parent/guardian.
- Youth and parent must agree, sign and submit:

Required Documents	
Program Application	Completed by Youth
Check List/Disclaimer	Completed by Parent & Youth
W9 Form – For Income Tax Form 1099	Completed by Youth
Valid Texas ID	Submitted by Youth & Parent
Social Security Card	Submitted by Youth & Parent
Birth Certificate	Submitted by Youth
Current Utility Bill-CPS Energy or SAWS	Submitted by Parent
Open-Checking & Savings with JOVEN Partner Bank	Completed by Youth & Parent

**\*FAXES ARE NOT ACCEPTED\***

\*Placement is not guaranteed, you will receive a phone call if accepted\*

### Important Dates to Remember

Orientation Dates:	June 12, 2017 – June 16, 2017
Program Starts:	June 19, 2017 – July 28, 2017
Mandatory Peer Meetings:	June 30, 2017 at JOVEN July 14, 2017 at JOVEN July 28, 2017 at JOVEN