



## What You Need to Be Prepared For Enrollment into the Career & Educational Opportunities (CEO) Program

In order to receive the benefits of the program and on-going support of the CEO staff, you need to bring documents for each section below for a quick check. Bring as many as possible from each category.

**Would you like any job related assistance? Great, show me you have the right to work in the United States by showing us your:**

**Social Security Card**  
Driver's License or Valid State ID  
Employment Records  
Letter from Social Service agency  
Pay Stubs  
Social Security Benefits  
W-2 Form



**Are you an 18+ year old male? Have you are registered for the Selective Service? Bring in at least one of the following:**

Acknowledgement Letter from Selective Service  
Selective Service Registration Card  
Stamped Post office Receipt of Registration

**Lost your card? We can look this information up next meeting. If you have not registered, you can do so at your local Post Office, or online at <http://www.sss.gov/regist.htm>**

**How old are you? Bring in one or more of the following:**



Baptismal Record  
DD-214 Report of Transfer or Discharge  
Birth Certificate  
Drivers License  
Government ID  
Hospital Record of Birth  
Public Assistance Records  
Passport  
School Records/Identification Card  
Work Permit

**What is your family income? Do you receive public assistance such as food stamps? Please provide documentation regarding your income during the past 6 months.**



Copy of Authorization to Receive Cash  
Public Assistance Records  
Pay Stubs  
Unemployment Benefits  
Bank Statements  
Refugee Assistance Records  
Medical Card  
Quarterly Tax for Self-Employed  
Current Authorization to receive food stamps  
Food Stamp card with current date  
Employer Statement/Contact

**How many people are in your family that you are living with? Share with us one of the following:**

Recent Tax Return  
Social Service/Public Assistance Records  
Marriage Certificate  
Lease

**How have you progressed lately in school? Do you have any medical problems or educational or emotional disabilities such as bi-polar disorder, ADHD, or an IEP? We need as many of these items (dated within the past six months) as possible to best serve you:**

School Records  
GED, TABE or other Standardized Test Scores  
Doctors Statement/Diagnosis  
Medical Record  
Individualized Education Plan (IEP from school)  
Social Security/Service Records

**What are some additional barriers that you have overcome or are overcoming? Let us know if any of these situations apply:**

Court Records  
Proof of Pregnancy or Parenthood (birth certificates, etc)  
Letter from Foster Care Agency  
Letter from Homeless Shelter or School Liaison  
Attendance, Suspension or Expulsion Letters from School  
Proof of Substance Abuse Treatment  
Disability in the last six months



**Are you confused or have a question? You are not the only one!  
Contact a Youth Counselor in your County and they will help.**

**Loudoun County: (703) 533-5731  
Prince William County: (703) 586-6546  
Fairfax County (Job Corner): (703) 531-6290**