

CHESTER EDUCATION FOUNDATION

2600 West 9th Street • Suite GS-100
Chester, Pennsylvania 19013-2095
(610) 364-1212 • Fax (610) 364-1563
Email: CEF@Chestereducation.org
Website: www.chestereducation.org

April 15, 2012

Dear Parent/Guardian/Student,

The Chester Education Foundation is starting the screening process for the School-to-Career year long program. We are trying to determine your child is eligible for the program by using the preliminary application attached to this letter. If your child is eligible, he or she will have to participate in the entire enrollment process, which will take place in June. We are only accepting applications for in- school youth in 10th-12th grades, who attend Science and Discovery/Allied Health and Chester High Schools.

You or your child may be eligible for this paid summer experience, however it is based on income eligibility.

In order to determine if you or your student is eligible, you will need to:

- 1.) Complete the attached preliminary application
- 2.) Provide proof of income
- 3.) Provide proof of identity
- 4.) Provide working papers (yellow for ages 15; blue for ages 16-17)

<u>Required proof of income documentation:</u> <ul style="list-style-type: none">• Parent's/Guardian's 3 most recent pay stubs (if currently employed)• Social Security letter (if receiving SSDI)• DPW letter (if eligible for DPW aid)• Food Stamp letter (if eligible for food stamps)	<u>Required proof of identity documentation:</u> <ul style="list-style-type: none">• Applicant's signed social security card• Birth certificates for ALL family members under the age of 18 -AND-• Birth certificates of Parents/Guardians - Birth certificates can be obtained by contacting the Department of Vital Records at (724)-656-3100
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In order to determine your eligibility, we are asking that the application, proof of income/identity and working papers be submitted *as soon as possible*. You can return the above information to Ms. Greene-Upton at Community Hospital, ground floor.

If your child is selected for this program, we may ask to be provided with additional information as well as a physical prior to enrollment.

Thank you for your cooperation, we are looking forward to having you or your child in our program!

Sincerely,

Ms. Greene-Upton
Program Director, Workforce Development