



DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Summer Youth Employment Program (SYEP): Reviewing Youth Applications

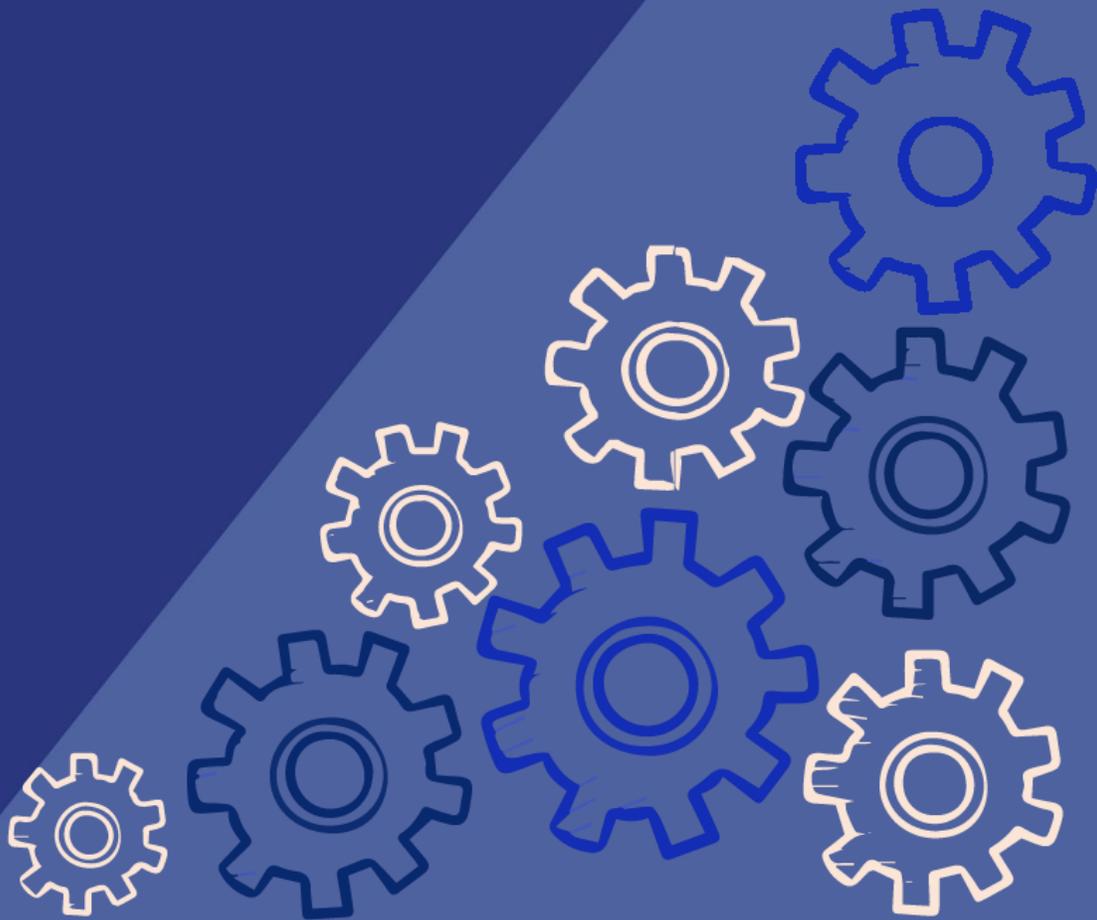


Table of Contents

Key Terms	3
What is Intake?	4
The Intake Section.....	4
Navigating to Workforce Applications	4
Intake Navigation and Sections	6
<i>Registration Information</i>	6
<i>Participant Information</i>	7
<i>Contact Information</i>	10
<i>Education/Work Status</i>	10
<i>Selective Service</i>	12
<i>Household Information</i>	13
<i>Banking Information</i>	13
<i>Health Information</i>	14
<i>Consents</i>	14
Eligibility Review	15
Participant Eligibility	15
Barriers & Low-Income Criteria	16
DYCD Review.....	17
Reviewing + Submitting the Intake	17
Add to Waitlist	18
Check Eligibility	18
DYCD Connect Help Center	20

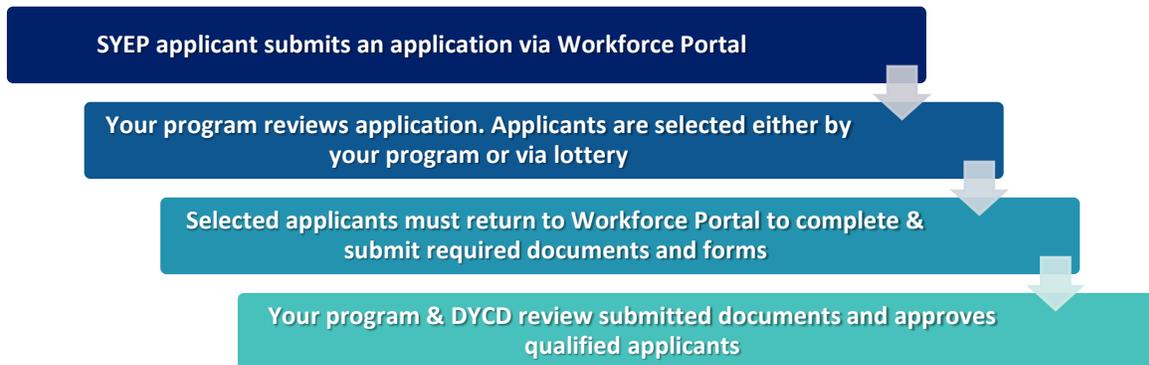
Key Terms

Individual Service Strategy:	An agreed upon plan of action between a WIOA Program and the Applicant that allows the program to map out the steps required for success. Each service strategy must be unique to the applicant's education and career-related goals.
Participant Stage:	Corresponds to the different stages of participant enrollment (e.g. intake, accepted, exited, etc.)
Participant Status:	Provides additional information about the participant's status in your program (e.g. enrolled, follow-up, rollover, etc.)
Slot Type:	Indicates how the participant will be funded by your DYCD budget
Student Type / Subtype:	Used to indicate whether or not the WIOA applicant is currently in school, and provide additional information (e.g. attending alternative school, dropout, etc.)
WIOA Family:	Includes all people related by blood marriage or decree of court. Examples include the WIOA applicant and their parents, legal guardians, spouses, child/children, siblings 26 and younger, etc.
WIOA Youth Barrier:	Identified barriers that prevent a WIOA applicant from entering the workforce or completing an educational program. Applicants must have at least one barrier to qualify for the WIOA program.

What is Intake?

Intake refers to the process for collecting information to support a determination of eligibility for your program. This user guide will assist DYCD Connect users in registering Summer Youth Employment Program (SYEP) participants to their workscopes after an applicant has submitted an application via the **Youth Employment Portal**.

Depending on your program type, your program will either directly recruit program participants, or process participants selected automatically as part of a weekly lottery. Regardless of the selection method, applicants must then submit additional documents and forms in order to verify their eligibility to your SYEP program.



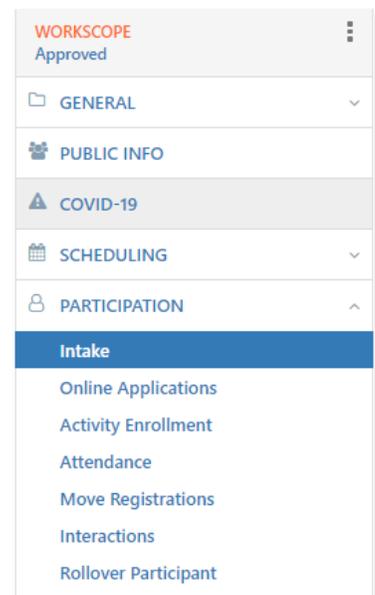
The Intake Section

Prospective SYEP participants may submit an application to your program online via the Workforce Online Portal, or submit a paper copy. Online applicants may submit their application at the **following link (insert link)**. Applicants may review the **Workforce Online Portal** user guide for instructions on completing the application.

Online applications submitted through the Portal will be directly imported into your workscope in the Participant Tracking System.

Navigating to Workforce Applications

To review online applications, [navigate to your current workscope](#) in the Participant Tracking System. Locate the **Participation** section of the Workscope Switchboard and click on **Online Applications**. A list of participants who have



submitted an online application. Their intakes may exist in different [Stages](#) based on the status of the intake form.

- **Intake:** The participant is not yet enrolled to your program
 - **Submitted status** – The participant has submitted an online application to your site that is pending review.
 - **Selected status** – The participant has either been manually selected by your program, or selected via the lottery. Additional documents are required to finalize the intake.
- **Accepted:** The participant is enrolled to your program
- **Exited:** The participant is de-enrolled from your program.

After an applicant has submitted an online application to your site, their name will appear in the **Online Applications** table. Click on a participant's name in blue text to open the completed application. A new window will pop-up, navigating you to the **Registration Information** section of the intake form.

WORKSCOPE Approved

91158A-Ladders for Leaders (LFL)-1/1/2022-10/31/2022

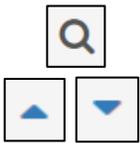
Period Type: Summer, Year: 2023, Provider: Samuel Field YM & YWHA, Inc., Program Period: 1/1/2022 - 10/31/2022

Registrations

91158A-Ladders for Leaders (LFL)-1/1/2022-10/31/2022

Participant	Stage	Status	Application Submitted On	Start Date
QA-Kay Cheng	Intake	Selected	3/7/2022	7/5/
Consent to other Person	Intake	Submitted	3/7/2022	7/5/
Rotadini Jackson	Intake	Selected	3/8/2022	7/5/
M...		Selected	3/8/2022	7/5/
T...		Selected	3/9/2022	7/5/
D...		Selected	3/16/2022	7/5/

Key Buttons

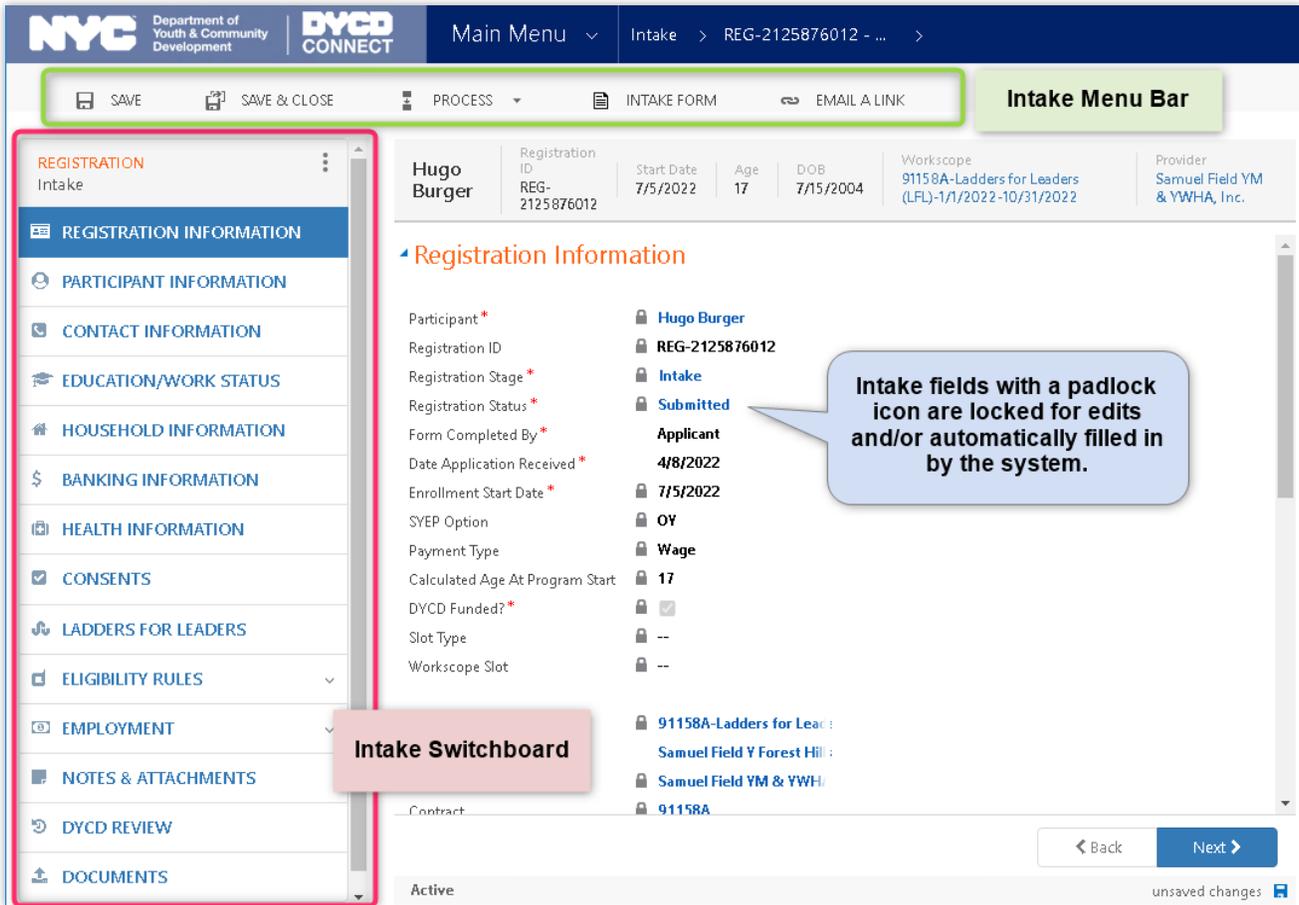


Click on this button to search for a participant's name or keyword

Click on any of the column headers to organize your list of intakes in alphabetical or chronological order. Click again to organize in reverse order

Intake Navigation and Sections

In the new window, you will notice the **Intake Switchboard** on the left side of the page. You will use the switchboard to navigate through each intake section. Most fields have a padlock icon next to them. These fields are either pre-generated by the system or imported from the online application.



Registration Information

Most of the information on this page will already be completed based on responses provided by the applicant. There are two fields your program may edit:

- **Form Completed By:** Who submitted the application via the Workforce Online Portal (i.e. the applicant, parent/guardian, etc.)
- **Date Application Received:** The day the application was submitted via the Workforce Online Portal

Form Completed By *	Applicant
Date Application Received *	9/15/2019
Enrollment Start Date *	10/1/2019
DYCD Funded? *	<input checked="" type="checkbox"/>
Slot Type *	General

- **Enrollment Start Date:** The first day of SYEP services the applicant will attend if accepted.
- **Slot Type:** Indicates how the applicant will be funded by your DYCD budget. Click on the “Magnifying Glass” and select one of the available options.

Participant Information

This section includes demographic information for the applicant (including Race(s) and Ethnicity), and at least one address. Scroll down to see additional questions regarding the participant’s **Gender Identity** and **Incoming Referral Source**.

Registration ID	Start Date	Age	DOB	Workscope	Provider
REG-6347114215	7/5/2022	22	1/1/2000	91156A-Older Youth (OY)-4/1/2022-3/31/2023	YM-YWHA of Washington Heights Inwood

Participant Information

First Name * **Mary**
 Last Name * **Doe**
 Middle Initial --
 Date of Birth * **1/1/2000**
 Age **22**
 Sex at Birth * **Male**
 Ethnicity * **Hispanic or Latinx**
 Social Security Number * *********
 SSN Verified
 SSN Verification Status Description --
 Work Authorization Status * **Not Applicable, US Citizen**

Address

Address (Required)

Name	Borough
2 Lafayette Street New York	Manhattan

Social Security Number Verification

Race (Required) *

American Indian or Alaskan Native Select all that apply

Is the applicant any of the following:

Parent/Legal Guardian? *	No
Offender/Justice Involved? *	No
In Foster Care?	No
Runaway Youth?	No
Veteran? *	No

How well does the applicant speak English? *	Fluent/Very well	Active Military Personnel? *	No
Primary Language *	Albanian	An Individual with a Disability? *	No
		Receiving ACS Preventative Services? *	No
		Homeless *	No

Other Languages Spoken

Arabic x Select all that apply

Applicant's Gender Identity (Select all that Apply) (Required) *

Female x Male x Select all that apply

Does the applicant identify as transgender? *
 Yes || Applicant's Gender Pronoun * | **He/Him/His** |
| Applicant's Sexual Orientation (Select One) * | **Heterosexual (straight)** |

Applicant Incoming Referral Source (Required)

Flyer or Program Brochure x School Staff x Select all that apply

Applicant Incoming Referral Source(s)

Gender Identity Questions

Social Security Verification

All applicants must have a verified Social Security Number before they can be enrolled to your program. The number entered by applicants is hidden to protect their Personal Identifiable Information. All Social Security Numbers are verified against the Social Security Administration database. This is typically an overnight process.

Once verified, the box next to **SSN Verified** will be checked off, and **the Status Description** will update to "Verified." If there is an issue with the verification, the Status Description will update accordingly.

SSN Verified	<input type="checkbox"/>
SSN Verification Status Description	--

↓

SSN Verified	<input checked="" type="checkbox"/>
SSN Verification Status Description	Verified

Address

All SYEP applicants must reside at a valid address within New York City. You may review the address entered by clicking on the address in blue text. An overlay will appear on your screen, showing the address and confirming if it is a valid address. Scroll down to view additional information about the address, such as the City Council and Community District in which the participant resides.

2 Lafayette Street #21, Manhattan, NY 10007

SAVE + NEW DEACTIVATE

Primary Address?

Number & Street* 2 Lafayette Street

Apt 21

Borough* Manhattan

City* Manhattan

State* NY

Zip Code* 10007

Country* United States

Address Notes --

Validation Status Address is valid

Address Verification

Community District Manhattan CD 001

City Council District Council District 001 Manhattan

NTA MN24

NDA Out of NDA

NYCHA Resident

Town/Area SoHo-TriBeCa-Civic Center-Little Italy

X-Coordinate 0983256

Y-Coordinate 0199305

Geo Message --

High Poverty Area

Census Tract 31

NOTE: If the applicant resides at multiple addresses, the first address will be considered the primary address

An Individual with a Disability?* Yes

Currently receiving ACCESS-VR services?* No

Interested in receiving ACCESS-VR Services?* Yes

Disability Type (Required)

Learning Disability x Physical/Chronic Health Condition x Select all that apply

Incoming Referral Source

This field provides the applicant's **Incoming Referral Source(s)**, indicating how they were referred to the SYEP program.

Applicant Incoming Referral Source (Required)

311 x Adult Basic Education/ Literacy Program x Select all that apply

Contact Information

All applicants must have a contact method and at least one Emergency Contact. The applicant's contact information should include their preferred method of contact, which may include phone numbers and an email address. Note that if the applicant has requested to receive alerts via text message, a cell phone number is required.

Applicant's Contact Information	
Does the applicant have contact information? *	<input checked="" type="checkbox"/>
Preferred Method of Contact *	Cell Phone
Cell Phone *	(212) 655-7284
Work Phone	--
Home Phone	--
Email Address	ernie@gmail.com

The **Parent/Emergency Contact** table will indicate one or more parent/emergency contacts. Similar to the Address field, the first contact is considered the Primary Contact. Click on the contact's name to see additional information about the individual.

Parent/Emergency Contact (Required) +						
Name	Relationship	Primary Contact? ↓	May Pick-up Child?	Cell Phone	Work Phone	Home Phone
Nathan Jung	Father	Yes	Yes			(646) 111-2222

Education/Work Status

Depending on your program type, participants must meet certain eligibility criteria captured on the Education/Work Status page. Make sure that the [Student Type](#) and **Current/Last Grade** fields align with the population your program serves.

This section also provides information about the applicant's **current work status**, whether or not they have prior paid/volunteer experience, and at least one **career goal** indicating the types of careers the applicant is interested in pursuing. In addition, the applicant will provide their most recent **grade point average**, and if applicable, indicate the start/end date of their summer break.

Education/Work Status

Student Type *	Full-Time Student
Educational Level	High School
Current Work Status *	Unemployed (Short-term, 6 months or less)
OSIS/Student ID	--
Prior work experience, paid or volunteer *	Yes
Grade Point Average	3.00
Career Goal 1 *	Arts and Entertainment
Career Goal 2	Architecture and Engineering
Career Goal 3	Communications and Broadcasting

Current Grade *

- (None)
- Pre-K - Elementary School
- K - Elementary School
- 1st - Elementary School
- 2nd - Elementary School
- 3rd - Elementary School
- 4th - Elementary School
- 5th - Elementary School
- 6th - Middle School
- 7th - Middle School
- 8th - Middle School
- 9th - High School
- 10th - High School
- 11th - High School
- 12th - High School
- Obtained High School Diploma - High School
- High School Equivalence (HSE) - High School

The **Applicants career occupational skills field** indicates one or more skills that applicant holds (e.g. Customer Service, Social Media, etc.).

Applicant occupational skills: Is applicant familiar with any of these skills?

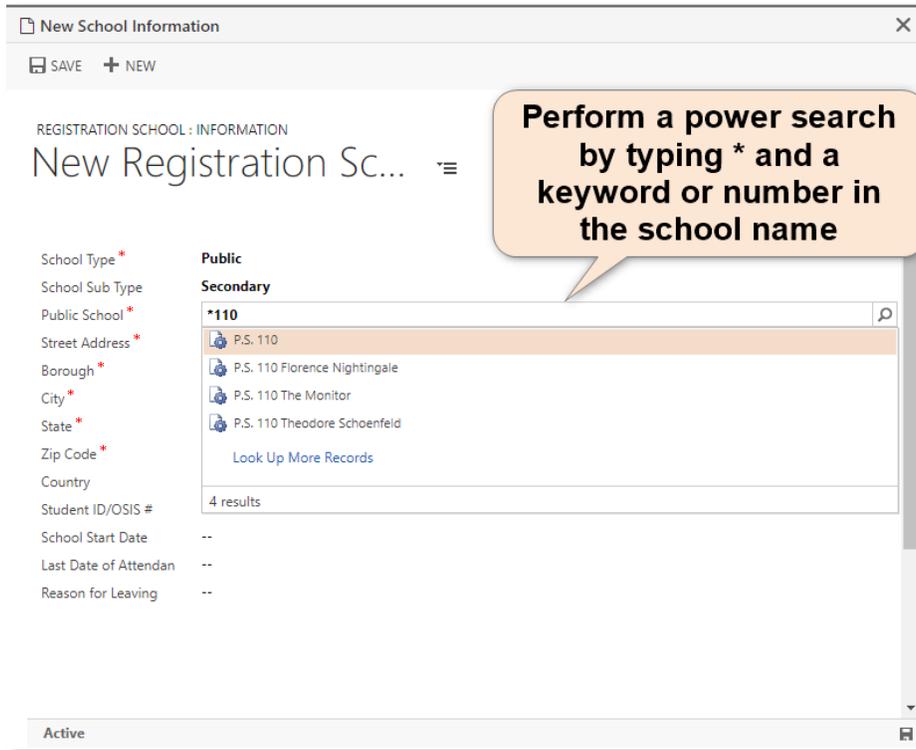
Customer Service ✕
Coding Languages ✕
Select all that apply

If the applicant is a full-time student, you must enter their **School Information** by clicking on the “+” icon.

School Information (Required for Full-Time Student) +

School Name ↑	School Type
No Registration School records found.	

An overlay will then appear where you may search for or provide information about the school the applicant attends.



Selective Service

SYEP regulations require that all person born male register for the US Selective Service to remain eligible for the program once they reach 18 years of age. All Selective Service questions require a response. The system will automatically de-enroll (“exit”) participants who do not register for US Selective service 90 days after their 18th birthday.

Selective Service

Is the applicant registered for US Selective Service? *

Yes

Selective Service Registration Number *

1234

Does the applicant understand that US selective service registration is a requirement? *

Yes

Did the applicant on active duty in the US Military/ROTC, ground, naval or air service during a war? *

No

Transitioning Service Member *

No

Household Information

Here you may review information about the applicant household and income information. You will be required to indicate at least one Source of Household Income for the applicant. If the applicant wishes not to disclose this information, you may also select "Decline to Answer".

Household Information

Head of Household Type *	Two Parent Household	Total Household Income *	
Housing Type *	Own	<input type="radio"/> (None)	<input type="radio"/> \$24,601 - \$28,780
Household Size *	Three	<input type="radio"/> \$0	<input type="radio"/> \$28,781 - \$32,960
Receiving public assistance? *	No	<input checked="" type="radio"/> \$1 - \$12,060	<input type="radio"/> \$32,961 - \$37,140
Annual Income Amount *	12,000	<input type="radio"/> \$12,061 - \$16,240	<input type="radio"/> \$37,141 - \$41,320
		<input type="radio"/> \$16,241 - \$20,420	<input type="radio"/> \$41,321 - \$50,000
		<input type="radio"/> \$20,421 - \$24,600	<input type="radio"/> \$50,001 - \$60,000
		<input type="radio"/> \$60,001 - \$70,000	
		<input type="radio"/> \$70,001 - \$80,000	
		<input type="radio"/> \$80,001 - \$90,000	
		<input type="radio"/> \$90,001 - \$100,000	
		<input type="radio"/> \$100,000+	
		<input type="radio"/> Decline to Answer	

Sources of Household Income (Required)

Supplemental Nutrition Assistance Program (SNAP) General Assistance

Select all that apply

Banking Information

This page indicates if the applicant has a bank account, and/or is interested in direct deposit or opening a bank account.

Banking Information

Do you have a bank account? *	Yes
Interested in direct deposit? *	Yes

Health Information

This page includes the applicant's response to the required **Health Insurance Status** question.

Health Insurance Status

Does the applicant have health Insurance? *

Yes

What kind of health insurance does the applicant have? (Check all that Apply)

Medicaid	<input type="checkbox"/>
Medicare	<input type="checkbox"/>
State Children's Health Insurance Program	<input type="checkbox"/>
State Health Insurance for Adults	<input type="checkbox"/>
Military Health Care	<input type="checkbox"/>
Direct-Purchase	<input type="checkbox"/>
Employment Based	<input type="checkbox"/>
Decline to Answer	<input type="checkbox"/>

Consents

Consents must be completed for all applicants. Please note that consents may vary by program type. **Consent to Participate / Verification of Information Provided** must be granted in order to submit the intake. For all other consents, a response of 'yes' or 'no' must be entered.

▾ **Consents**

General Program Consents

Consent to Participate/Verification of Information Provided *

--

Consent for Emergency Medical Treatment *

--

Participant Consent for Photo/Videotaping *

--

Participant consent for use of original work *

--

Eligibility Review

In addition, you will need to generate the participant's **Eligibility Rules**. Each generated eligibility item requires a supporting document. You will upload documents securely via the **docUP Secure Document Upload app**. Please review the **Eligibility User Guide** for a detailed summary of eligibility rules.

NOTE: The Documents section of the intake form should only be used for non-secure documents, such as proof of goal achievements.

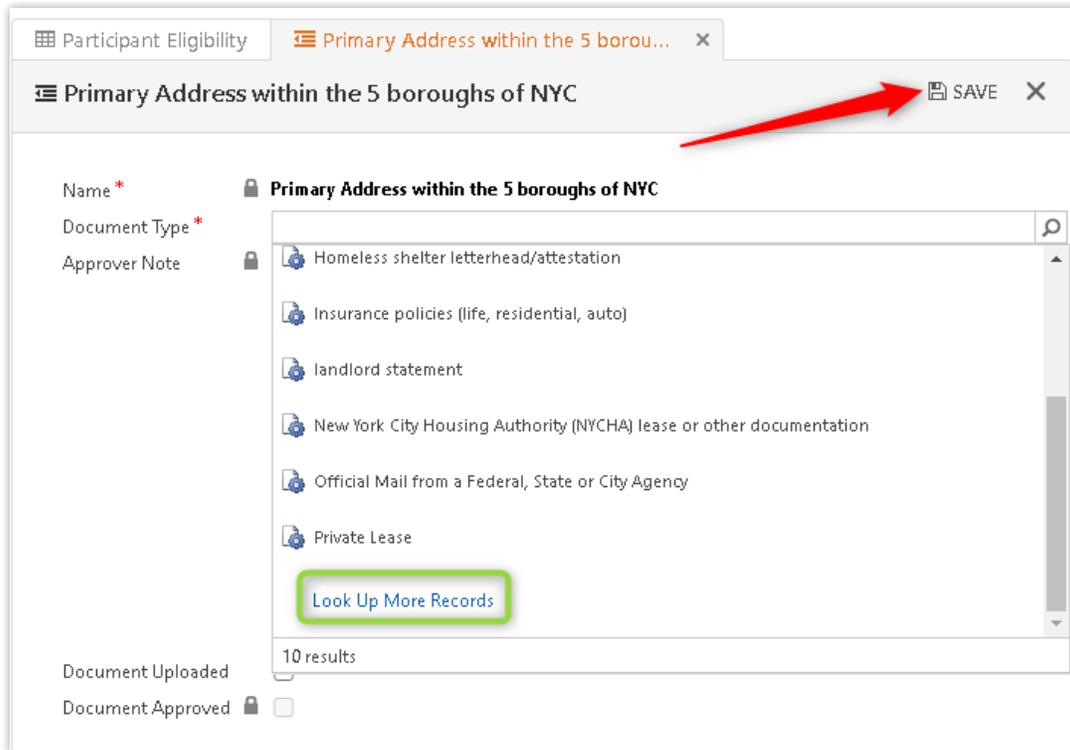
Participant Eligibility

Providers are required to select the type of source/proof documents uploaded via for each data element used to deem an Applicant eligible.

The screenshot shows a user interface for reviewing participant eligibility. At the top, there is a header with fields for Test Applicant, Registration ID (REG-7835719129), Start Date (7/1/2021), Age (18), DOB (1/1/2004), Workscope (90546A-Train and Earn-7/1/2021-6/30/2022), and Provider (Hostos Community College). Below this is a section titled "Participant Eligibility" with a "GENERATE ELIGIBILITY" button and a search icon. A table lists eligibility criteria with columns for Name, Document Type, Document Status, Modification Date, and an Open button. Callouts point to the "GENERATE ELIGIBILITY" button and the "Open" buttons in the table.

Name	Docu...	Docu...	Modifie...	
Primary Address within the 5 boroughs of NYC	No	No	3/16/2022	Open
Not in School	No	No	3/16/2022	Open
Retired or Unemployed	No	No	3/16/2022	Open
Age 16-24	No	No	3/16/2022	Open

In Document Type, click on the “Magnifying Glass” to see a list of eligible documents. You may need to click on “Look Up More Records” to see the full list. The documents in PTS must match those uploaded via the docUP Secure Document Upload app. Make sure to click on “SAVE” after selecting a document type and checking off the “Document Uploaded” box.



Barriers & Low-Income Criteria

Repeat the steps from the **Participant Eligibility** section to generate the **Barriers** and **Low-Income Criteria** in the respective sections, making sure to upload a document verifying each data element.

Barriers					GENERATE BARRIERS	Q
Barrier Name	Docu...	Docu...	Modifi...			
Dropout	No	No	3/16/2022	Open		
Needs additional assistance in educational program or employment	No	No	3/16/2022	Open		
Basic Skill Deficient	No	No	3/16/2022	Open		

1 - 3 of 3

Low Income Criteria					GENERATE LOW INCOME CRITERIA	Q
Low Income Criteria Name	Document ...	Document ...	Modified on			
High Poverty Area Resident	No	No	3/16/2022	Open		

1 - 1 of 1

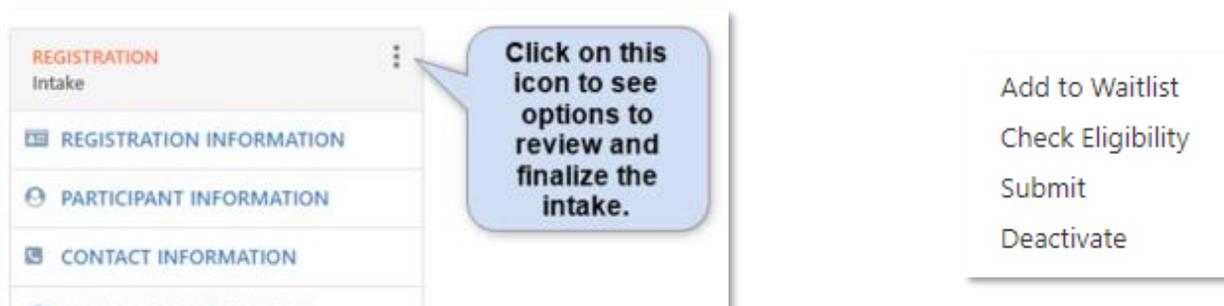
DYCD Review

If the intake is rejected for any reason, you may find rejection notes from DYCD here, as well as due dates to make corrections and resubmit the intake. The summary of rejection reasons will appear in most recent order. Summary of the Social Security Number Override will also appear in this section.

The screenshot shows the NYC Department of Youth & Community Development's DYCD CONNECT interface. The top navigation bar includes the NYC logo, 'Department of Youth & Community Development', 'DYCD CONNECT', and a 'Main Menu' dropdown. The breadcrumb trail shows 'Intake > REG-7835719129'. The main content area is titled 'Test Applicant' and displays a summary of the applicant's information: Registration ID (REG-7835719129), Start Date (7/1/2021), Age (18), DOB (1/1/2004), Workscope (90546A-Train and Earn-7/1/2021-6/30/2022), and Provider (Hostos Community College). Below this, the 'DYCD Review' section is active, showing a 'Review Notes' table with columns for Notes, Resubmit By Date, File Review Status, Reviewed By, and Reviewed On. The table currently contains no records, with the message 'No Registration Change Note records found.' displayed below it. A left-hand sidebar contains a list of menu items: REGISTRATION Intake, REGISTRATION INFORMATION, PARTICIPANT INFORMATION, CONTACT INFORMATION, EDUCATION/WORK STATUS, SELECTIVE SERVICE, HOUSEHOLD INFORMATION, HEALTH INFORMATION, CONSENTS, SERVICES, REFERRALS, ELIGIBILITY RULES, and DYCD REVIEW (which is highlighted).

Reviewing + Submitting the Intake

Once you have reviewed all sections of the intake form, make sure to click on "SAVE" in the Intake Menu Bar. You must wait for eligibility documents to be approved by DYCD before you can submit the intake for approval. There are several options to review and submit the intake form.



Add to Waitlist

If you would like to add the applicant to the waitlist, you can do so at any time by clicking the “Three Dots Icon” from the intake switchboard and selecting “Add to Waitlist.” To add an applicant to the waitlist, a first name, last name, date of birth, and an address must be provided.



You will notice the Registration stage list on the intake switchboard update from ‘Intake’ to ‘Wait list’. To remove the applicant from the wait list click the “Three Dots Icon” and select “Remove from Waitlist”. To register the applicant, follow the steps in the next section.

Check Eligibility

At any point during the intake process, you can check if the applicant is eligible based on information entered. From the intake switchboard, click the “Three Dots Icon” and “Check Eligibility”.

- If the applicant is eligible for the program based on information entered, you will see the following:
- If the applicant is not eligible based on the information entered, or if you are missing information related to the eligibility criteria, you will see the following message:



Additionally, a validation summary will appear at the top of the intake with additional information.

Example Validation Summary

🚩 Validation Summary ^

1. Participant must be a full-time student
2. Primary Address must be within the 5 boroughs of NYC
3. Participant must have at least one barrier.
4. Participant must meet at least one low income criteria.
5. Participant must complete Reading TABE Pre-Test
6. Participant must complete Mathematics TABE Pre-Test
7. Participant must provide documents for all eligibility rules.

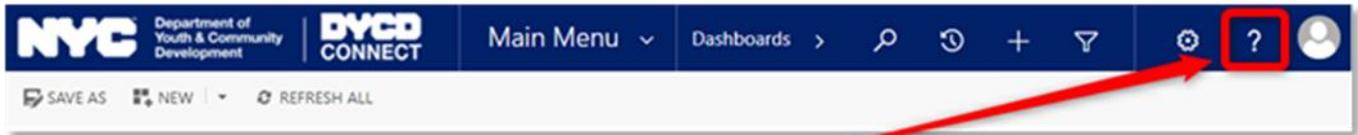
Example Validation Summary

🚩 Validation Summary ^

1. Primary Address must be within the 5 boroughs of NYC
2. Participant must be a registered for US selective service
3. Participant must not be in school.
4. Participant must be Retired or Unemployed.
5. Participant must complete Reading TABE Pre-Test
6. Participant must complete Mathematics TABE Pre-Test
7. Participant must be Drop Out / Not Drop Out / High School Graduate
8. Participant must meet at least one low income criteria.
9. Participant must provide documents for all eligibility rules.

DYCD Connect Help Center

If you have questions or concerns, please **submit a help request** to the **DYCD Connect Help Center**. You may reach the Help Center direct from the banner at the top of DYCD Connect by clicking on the question mark, as shown below.



Alternatively, you may submit a request through the [Help Center](#) on the DYCD Connect homepage.

DYCD RESOURCE CENTER

DYCD Connect is the main resource center to help organizations communicate and coordinate with the communities they serve.

- DYCD WEBSITE**
View DYCD's public website for information about our funded programs.
- CB CAPACITY BUILDING**
DYCD invests in building the capacity of nonprofit organizations as a strategy to help ensure that youth and families receive high-quality services.
- HELP CENTER**
Having trouble? Send a message to our support team through the Help Center.
- F.A.Q**
Read Frequently Asked Questions to learn more about DYCD Connect.

DYCD HELP CENTER

The DYCD help center is where you can find resources to help with the technical and operational issues you may come across. Here you can contact DYCD support directly or look into additional resources and guides that can help you move forward with your tasks.

first name Enter your first name **last name** Enter your last name

phone Enter your phone number **email** Enter your e-mail address

organization Select an Organization

program area Select a Program Area **program type** Select a Program Type

I am a DYCD employee

Select if you need operational or technical help:

NEED TECHNICAL ASSISTANCE?
If you are having a technical issue related to logging in, accessing your services, or experiencing a bug, contact the technical help desk

NEED OPERATIONAL ASSISTANCE?
Having trouble performing your existing operations using the new systems and tools within DYCD connect? Get in touch with a program specialist

Detailed Description:
Enter a detailed description