

discoverDYCD Policies and Practices

DYCD is thrilled to announce that you can now use [discoverDYCD](#) to create an easy, accessible application and experience a streamlined enrollment process. Applicants can choose to apply to DYCD-funded program(s) from the following application methods:

- Home computer
- Mobile device
- Computer at the CBO site to which candidate is applying
- Youth Connect, DYCD's confidential toll-free hotline
 - FROM NYC: 1-800-246-4646
 - OUTSIDE NYC: 1-646-343-6800
- Community Center or Library with public access computers
- Paper form at CBO

[discoverDYCD](#) can help applicants identify and connect to various DYCD-funded services. Through referrals and system-generated program recommendations, DYCD will be implementing the following policies:

- All applications must be entered into the system, regardless of whether an applicant is ultimately enrolled in the program.
- Returning applicant (applications are already in the system), the application process is as follows:
 - Print the application currently entered in the system
 - Advise returning participant to review the application and update information
 - Make changes in the participant tracking system
 - Obtain signature from returning participant
 - Consent is revocable and time-limited. Unless otherwise noted, consent forms must be distributed and collected annually
- All consent forms must be printed and signed by the participant or parent/guardian.

To ensure applicants to DYCD-funded programs receive timely and clear responses about the status of their application, DYCD will be implementing the following policies:

- CBOs must give equal weight and consideration to all applications received, irrespective of the method of submission
- CBOs must respond to the applicant within one week of submission (5 business days, excluding NYCDOE holidays) detailing the next steps in the application process
- Review program area waitlist policy in the document library
- CBOs will be charged with entering a justification for why an applicant was not accepted into the program. The options CBOs can select are:
 - Applicant paperwork is incomplete
 - Program staff are unable to contact applicant
 - Applicant is not eligible for the program
 - Program is full at this time
 - Enrollment period is closed for this program
 - Applicant did not accept a slot in the program
 - Program staff referred applicant to another program
 - Other: _____