



National Indian Youth Council

Welcome Letter

407 South Cliff Dr, Suite B Gallup NM 87301

Thank you for submitting a Pre-Application to the National Indian Youth Council's Employment and Training Program. Included in this packet are the following documents:

- **NIYC Eligibility Checklist:** contains a list of all the documents that you will need to complete your application.
- **NIYC Application:** must be signed by both you and a Job Developer.
- **NIYC Intake Agreement:** describes your commitment to the Employment and Training Program

The step-by-step guide below describes what you can expect to complete the NIYC program application.

Step one: Application

Please fill out the application form and answer all questions to the best of your knowledge. Answers should be neat and legible. Once the documents are turned in an intake interview with a Job Developer will be scheduled.

Please contact your local NIYC office to set up an intake interview once your application is complete.

Cynthia Gasdia

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505-863-6639

Amanda Warner

awarner@niyc-alb.org

505-863-6639

Step Two: Intake Interview, Assessment, and Orientation

The Job Developer will schedule a date and time for the intake interview. During the interview the Job Developer will review all documents. This may be in person, over zoom, or a phone call. Please submit any pending documents the same day as the intake interview. Once all documents are received, the application will be submitted to the Field Office Manager for review and approval.

A career assessment will be completed during the Intake Interview. To complete the assessment online go to www.mynextmove.org and click **START** on the box that states, **tell us what you like to do**. This will take you to the **O*Net Interest Profiler**. The assessment is about 60 questions and can take up to an hour to complete. There are no wrong answers.

The Job Developer will also go over the intake orientation during the intake interview. The orientation discusses the program and requirements. After the orientation the Job Developer may schedule additional workshops. Job Developers may also discuss barriers and training goals with the participant. Intake interviews can generally take 2 hours.



National Indian Youth Council Eligibility Checklist

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Applicant Name: _____ **Field Office:** ABQ Farmington Gallup

Pre- Application Date: _____ **Program Applying for:** Work Experience Classroom Training

Please bring in the following listed items to determine eligibility for our program, if applicable. We will go over these documents during the intake interview

- Residency Verification
- High School Diploma/Transcripts or GED Diploma/ Transcripts, and any College or Vocational Degrees or Certificates
- Proof of income or a printout of benefits (proof can include check stubs, Unemployment Insurance, SSI, child support, SNAP Benefits, TANF, General Assistance, or the Self Certification Form)
- Certificate of Indian Blood, Tribal Enrollment, or tribally issued Certificate of Descent
- Social Security Card
- Valid Driver’s License or State Issued ID, Tribal ID, or Passport
- Marriage License, a Notarized Document of Separation, or a Divorce Decree
- Selective Service Card if a male born after the 1960’s
- DD214 Form if a veteran, spouse of a veteran, or active military

If you are applying for the Classroom Training Program, please submit the additional documents listed for either college students or GED students.

College Students:

- Letter of Admission or Enrollment Certification
- Financial Needs Analysis
- Current Class Schedule
- Course Outline
- Unofficial Transcripts

GED:

- Pre-Test Scores
- Current Class Schedule

***MUST NOT HAVE ANY OUTSTANDING EDUCATIONAL LOAN BALANCES, OR BE ON ACADEMIC PROBATION OR SUSPENSION**

I certify that the information provided is true to the best of my knowledge. I understand the information provided is subject to review and verification. Any falsified information will result in the participant being deemed ineligible to receive services from the National Indian Youth Council.

Applicant Signature: _____

Job Developer Signature: _____

Intake Interview Date and Time: _____

If you have any questions or need to reschedule, please contact one of the following offices:

Albuquerque: (505)247-2251 **Farmington:** (505)327-5341 **Gallup:** (505)863-6639



National Indian Youth Council Application

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ABQ Farmington Gallup Date: _____ Job Developer: _____

Participant Information

First Name: _____ Last Name: _____ Social Security Number: _____ DOB: _____

Address: _____ City: _____ State: _____ Zip Code: _____ County: _____

Gender: Male Female Other: _____ Phone Number: _____ Email: _____

Marital Status: Single Married Divorced Widowed Separated Common Law

Education Level

Type of School	Name of School	Dates of Attendance	Location	Credentials
High School				
GED				
College or University				
Career College				

Have you or your spouse Served in the military? Yes No Active Military? Yes No

Please check the appropriate box: Served less than 180 Days Eligible Veteran Spouse

Are you enrolled in any of the following public assistance programs?

General Assistance (GA) Temporary Assistance to Needy Families (TANF)

Supplemental Security Income (SSI) Social Security Disability Insurance (SSDI)

Food Stamps (SNAP) Foster Child Payments Benefits from Tribal Work Experience Programs

Benefits from the USDA Commodity Program

Homeless Yes No Please Explain: _____

Have you ever been arrested? Yes No Please Explain: _____

Single Parent Yes No English Language Learner Yes No

Substance Abuse Yes No Are you in a program? _____

Displaced Homemaker Yes No Do you have a Disability? Yes No Please list: _____



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Household Information

Household Members	Age	Relation	Income Source	Income biweekly	6-month income
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Employment History

Name of Employer	Job Title	Dates	Address	Phone Number

In the last 7 days have you looked for employment? Yes No

Are You receiving Unemployment Benefits? Yes No

In the last 6 months have you received a layoff notice? Yes No

I certify that the information provided is true to the best of my knowledge and there is no intent to commit fraud. I am aware the information provided will be used to determine eligibility for program services and is subject to review and verification. I must provide documents to support this application as listed in the NIYC Eligibility Checklist. Falsification or misrepresentation may lead to the application denial. I authorize the release of information for verification purposes. I acknowledge that all the questions on this application have been reviewed and answered as necessary.

Applicant name: _____ **Signature:** _____ **Date:** _____

Job Developer: _____ **Signature:** _____ **Date:** _____

Field office Manager: _____ **Signature:** _____ **Date:** _____



National Indian Youth Council Intake Agreement

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Communication Agreement

The National Indian Youth Council (NIYC) administers an employment and training program funded by the Workforce Innovation and Opportunity Act (WIOA). Participants in the program must maintain regular contact with their Job Developers in order to maintain documentation, turn in timesheets, and attend required workshops. The goal of the program is to attain employment or a credential for the participant.

Once exited from the program the participant must maintain contact with the Job Developer during the follow up period which is 12 months. Job Developers will collect employment and credential attainment information as well as checking on the participant wellbeing once a month. If they cannot be contacted the following individuals may be contacted below.

Name	Relationship	Phone Number	Email address

Initial: _____

Release of Information

NIYC requires documentation to be released for the purpose of determining eligibility for the employment and training program. Participants must release information to secure related services and assistance from other programs or to determine if they are already receiving services from another WIOA partner. Participants must also agree to the release of current, past, and future educational and employment records from Secondary, Post-secondary, training schools, and employers to the National Indian Youth Council, Inc. The authorization to gather and share information is given with the understanding NIYC will use it in a confidential and responsible manner. NIYC will adhere to the Family Education Rights and Privacy Act of 1974 (FERPA) when dealing with educational records. FERPA protects the privacy of student education records.

Initial: _____

WIOA Title, I Equal Opportunity Law

It is against the law for NIYC as a recipient of federal funding to discriminate against any individual on the basis of race, color, religion sex, national origin, age, disability, political affiliation, or belief, and on the basis of the beneficiary citizenship status as a lawfully admitted immigrant authorized to work in the United States, or Participation in any WIOA Title I financially assisted program or activity.

Initial: _____

Complaint and Hearing Process

If you believe that you have been subject to discrimination or have a complaint you may file a complaint within 180 days of the alleged violation with the Field office Manager, the NIYC Executive Director, or the Director of the Civil Rights Center, US Department of Labor, 200 constitution Avenue NW, Room N-4123 Washington DC 20210. NIYC can provide you with a hearing within 60 days of the complaint or must give a notice of final action within 90 days of the complaint. An appeal can be filed with the secretary, US Department of Labor, Washington DC 20210 Attention: ASET within 60 days of receipt of the grantee's Final Decision.

Initial: _____

Participant Signature: _____ JD Signature: _____ Date: _____