





https://discoverdycd.dycdconnect.nyc/home

Office Use Only			
Date Application			
Received:			
Enrollment Start			
Date:			
Intake			
Specialist/Staff:			
Additional			
Information:			

## DYCD Universal Participant Intake: Youth & Adult Application

Applicants Ages 13 & Younger

Welcome to the Department of Youth and Community Development (DYCD)! DYCD is a New York City agency that funds programs for youth and families. These programs are operated by Community Based Organizations (CBOs). This form will allow you or your child to apply to a DYCD Comprehensive Afterschool System (COMPASS), Beacon, or Cornerstone youth or adult program. Please complete this form fully and return to the CBO that operates the program. One application will be accepted per person per site.

**Submission of an application does not guarantee enrollment in the program**. Further paperwork and information may be required to determine program eligibility. If accepted, program will be **at no cost** to the participant. The following application items are collected for informational and program planning purposes only: *Income, Gender, Race, Ethnicity, Language, Population Type, Household Information and Health Insurance Status.* Responses to these questions will not impact your eligibility to receive services and will not be shared outside of DYCD without the applicant's permission.

Part I: Applicant Information									
For the purposes of this application, applicant refers to the person applying to receive services. Select one:									
☐ I am completing this appli	☐ I am completing this application for myself ☐ I am a parent or guardian completing this application for my child								
□ I am a re	lative/non-relative,	completing this application	on bel	half of the applicant					
Applicant's First Name:		Applicant's Last Name	cant's Last Name:						
Applicant's Date of Birth (M	M/DD/YEAR):	Applicant's Primary Add	ress (/	Number and Street):	l				
Applicant's Apt. Number:	Applicant's City:		Zip C	ode:					
Applicant's Sex at Birth (Select One):	Applicant's Ra	ce (Select all that Apply):		Applicant's Ethnicity (Select One):	/				
(00000000000000000000000000000000000000	☐ American Ind	ian and Alaskan Native		()					
☐ Female	☐ Asian			$\square$ Hispanic or Latinx					
☐ Male	☐ Black or Afric	☐ Black or African-American ☐ Not Hispanic or La							
☐ X (not female or male)	☐ Middle Eastern/North African								
☐ Not sure	☐ Native Hawaiian and Other Pacific Islander								
	☐ White or Caucasian								
	☐ Other								
□ Applicant lives in a NYCHA Development (please provide name)									



#### Part II: Applicant's (or Parent/Guardian's) Contact Information **Applicant's Contact Information** For youth without contact information, skip to the next section to provide parent/guardian contact information Write down phone numbers for the applicant and check the preferred method of contact: □ Cell ☐ Home \_\_\_\_\_ □ No Email ☐ US Mail **Parent/Guardian Information** This section is required for Applicants under 18 Parent/Guardian Name: Write down all phone numbers and check the best number to call in case of an emergency: □ Home \_\_\_\_\_ □ Cell \_\_\_\_\_ ☐ No Email □ Work \_\_\_\_\_ ☐ Email \_\_\_\_\_ State: Address: Citv: Zip Code: ☐ Same as Applicant **Emergency Contact Information** At least one emergency contact must be identified Relationship to Participant: Emergency Contact #1 Name: ☐ Emergency contact is parent/guardian of participant Write down all phone numbers and check the best number to call in case of an emergency: ☐ Cell ☐ Home \_\_\_\_\_ 1 □ No □ Email Email □ Work Address: City: State: Zip Code: ☐ Same as Applicant **Emergency Contact #2 Name: Relationship to Participant:** ☐ Emergency contact is parent/guardian of participant Write down all phone numbers and check the best number to call in case of an emergency: ☐ Home \_\_\_\_\_ □ Cell 2 □ No Email ☐ Work ☐ Email City: Zip Code: Address: State:

☐ Same as Applicant



This se	ection is for parents/g	guardians enrolling t	heir children			
Emergency contacts listed	in Section II are aut	thorized to pick up th	ne child unless otherwise noted.			
The followin	g <u>additional</u> people	are authorized to	pick up my child:			
Name:	Phone #:		Relationship:			
Name:	Phone #:		Relationship:			
Name:	Phone #:		Relationship:			
	he following people l	MAY NOT nick up my	•			
	ne ronowing people i	mai Not pick up m	, ciliu.			
Name:	Name:		Name:			
Par	t III: Applicant's	Education/Worl	ς Status			
	•••	tion Status (Select O				
□ Full-Time		rt-Time Student***	•			
***If applicant is a <i>Part-Time</i>	Student or Full-Time S	Student: Select applic	ant's current grade (Select One):			
			y the applicant (Select One):			
Elementary School: ☐ Pre-K ☐ K	□ 1 <sup>st</sup> □ 2 <sup>nd</sup> □ 3 <sup>rd</sup>					
□ 4 <sup>th</sup> □ 5 <sup>th</sup>		Community College	e: □ 1 <sup>st</sup> year □ 2 <sup>nd</sup> Year □ 3 <sup>rd</sup> year			
Middle School: ☐ 6th ☐ 7th ☐	8 <sup>th</sup>	☐ 4 <sup>th</sup> Year + ☐ Obta	ined Associate's Degree			
High School: □ 9 <sup>th</sup> □ 10 <sup>th</sup> □ 11 <sup>th</sup> □ 12 <sup>th</sup> Master's Degree:						
☐ Obtained High School Diploma			egree credits, but no degree attained			
☐ Obtained High School Equivalen	су	☐ Obtained Master's	<u> </u>			
4-Year College/University: ☐ Free	eshman □	Professional Degre				
Sophomore			al Degree credits (e.g. MD, DDS, DVM,			
☐ Junior ☐ Senior ☐ Obtained Bac	helor's Degree	LLB, JD), but no degree attained  ☐ Obtained Professional Degree (e.g. MD, DDS, DVM, LLB,				
Doctorate Degree:		JD)	ional begree (e.g. Mb, bbe, bvM, bbb,			
☐ Some Doctorate degree credits, I	but no degree	Vocational/Trade S	chool:			
attained			$\hfill \square$ Some Vocational or Trade School credits, but no certificate			
☐ Obtained Doctorate Degree		or degree attained				
Other:  ☐ Obtained Foreign Degree		☐ Obtained a certificate or degree from a Vocational or				
☐ No Formal Schooling Attained		Trade school				
Applicant's Current Work Status (Select One):						
☐ Employed Full-Time ☐ Employed Part-Time ☐ Retired						
☐ Unemployed (Short-Term, 6 months or ☐ Unemployed (Long-term, more						
less) than 6 months)						
☐ Migrant Seasonal Farm Worker ☐ Not applicable (applicant is						
under 14 years of age)						
Required for Full-Time Students						
Student ID/OSIS:	School Type:					
	☐ Public ☐ Charter [	□ Private □ Other				



School Name:					
School Name:					
School Address:		City:	Zip Code:		
		<u>'</u>	<u>'</u>		
	Part IV: Health	Information			
	Applicant's Heal				
Please answer the que Many needs or health challer	estions below and provid				
Does the applicant have any allerg			ememment in the programm		
□ No □ Yes	• •	•			
Does the applicant have asthma?					
	- alkla - aus - a - d - O				
Does the applicant have special he					
□ No □ Yes			<del>-</del>		
Does the applicant take medicatio	n for any condition or ill	ness?			
□ No □ Yes					
Are there activities the applicant cannot participate in?					
□ No □ Yes					
Please provide any additional heal	th information details:				
□ N/A					
Please list any accommodation(s)	you are requesting for yo	ourself/the applicant:			
□ N/A					
	Applicant's Health I	Insurance Status			
	If yes, what kind of hea		applicant have?		
Does the applicant have health insurance? (Select One):	(Check all that Apply):		☐ State Children's Health		
□ Yes □ No	☐ Medicaid	☐ Medicare	Insurance Program		
	☐ Employment-Based	☐ Direct-Purchase	☐ State Children's Health		
☐ Decline to Answer	☐ Military Health Care	☐ Decline to Answer	Insurance for Adults		



contacted by someone else with information about				publi	If you would like to be contacted about signing up for public health insurance, what is your preferred method of contact? (Select One):  □ Email □ Phone □ US Mail □ Via provider □ Decline to Answer			
							•	
	F	Part V: A	dditi	onal <i>i</i>	Applic	ant In	formation	
How well does the (Select One):    Fluent/Very well   Well   Not well   Not well at all	applicant sp	eak Englisl	h?		cant's Pr English Bengali Fulani Haitian ( Hungaria Korean Punjabi Portugue Spanish Urdu	Creole an ese	Language (Select One):  Albanian Chinese* German Hebrew Italian Kru, Ibo, or Yoruba Persian Romanian Tagalog Vietnamese	☐ Arabic ☐ French ☐ Gujarati ☐ Hindi ☐ Japanese ☐ Mande ☐ Polish ☐ Russian ☐ Turkish ☐ Yiddish
Other Languages S  □ English □ Bengali □ Fulani □ Haitian Creole □ Hungarian □ Korean □ Punjabi □ Portuguese □ Spanish □ Urdu □ Other: □ Not applicable (co	☐ Albanian ☐ Chinese ☐ German ☐ Hebrew ☐ Italian ☐ Kru, Ibo, o ☐ Persian ☐ Romaniar ☐ Tagalog ☐ Vietname	or Yoruba n se		Arabic French Gujarat Hindi Japane Mande Polish Russial Turkish Yiddish	ese n n	**Apr 2) 3) You to vot	d the applicant like to recontacted about registering to One):  Yes Noticant is eligible to vote in U 1) You are a U.S. of You meet your state's reside u are 18 years old. Some state in primaries and/or registerefore the general election. Chargistration age requi	g to vote?**  O S. federal elections if: sitizen; ency requirements; tes allow 17-year-olds r to vote if they will be eck your state's voter
Parent/Legal Guardi Offender/Justice Inv Foster Care Particip Runaway Youth? Veteran? Active Military Person	an? olved? ant? nnel?	wing:    Yes     Yes     Yes     Yes     Yes     Yes     Yes	No No No No				If the applicant is an indisability, please select (Select all that Apply):  Cognitive impairment Hearing-related Learning disability Mental or Psychiatric Physical/Chronic Heal Physical/Mobility Impa	t disability type(s) th Condition irment
An Individual with a Disability? ☐ Yes ☐ No			No I	□ Decli	☐ Decline to answer			<del></del>



#### Part VI: Household Information For all the next set of questions, HOUSEHOLD is defined as any individual or group of individuals (family or non-family members) who are living together as one economic unit. INCOME is defined as the total annual gross income of all family and non-family members 18+years old living within the household. The applicant lives in a household that is headed by (Select Applicant's Housing Type (Select One): One): □ Own □ Rent □ NYCHA ☐ Single Parent - Female ☐ Two Adults – No Children ☐ Single Parent - Male ☐ Two Parent Household ☐ Shelter ☐ Homeless □ Other ☐ Single Person - No children ☐ Multigenerational Household Permanent Housing ☐ Non-related adults with ☐ Other: \_\_\_\_\_ ☐ Other: children Applicant's Household Size (Select One): Total Household Income in the last 12 Months (Select One): □ One □ Two ☐ Three □ \$0 □ \$1 to \$12.060 □ \$12.061 to \$16.240 ☐ Four ☐ Five ☐ Six □ \$16,241 to \$20,420 □ \$20,421 to \$24,600 □ \$24,601 to \$28,780 ☐ Seven ☐ Eight ☐ Nine □ \$32,961 to \$37,140 □ \$28,781 to \$32,960 □ \$37,141 to \$41,320 □ Ten □ Eleven □ Twelve □ \$50,001 to \$60,000 □ \$60,001 to \$70,000 □ \$41,321 to \$50,000 ☐ Fifteen ☐ Thirteen ☐ Fourteen ☐ Sixteen ☐ Eighteen П □ \$70,001 to \$80,000 □ \$80,001 to \$90,000 □ \$90,001 to \$100,000 Seventeen □ Nineteen □ \$100,000+ ☐ Decline to Answer ☐ Twenty or more Sources of Applicant's Household Income (Select all that Apply): ☐ Employment Wages ☐ Affordable Care Act Subsidy ☐ Alimony or other Spousal ☐ Child Support Support ☐ Childcare Voucher ☐ Earned Income Tax Credit ☐ General Assistance ☐ Employment Tax Credit (EITC) ☐ Housing Choice Voucher ☐ Pension ☐ HUD-VASH □ LIEHEAP ☐ Permanent Supportive ☐ Safety Net/Home Housing ☐ Private Disability Insurance ☐ Public Housing Relief ☐ Social Security Disability ☐ Supplemental Security ☐ Retirement Income from ☐ Supplemental Nutrition Social Security Income (SSDI) Income (SSI) Assistance Program (SNAP) ☐ Temporary Assistance ☐ Unemployment Insurance ☐ VA Non-Service ☐ VA Service-Connected for Needy Families (TANF) Connected Disability Pension ☐ Worker's Compensation **Disability Compensation** □ WIC ☐ Other: \_\_\_\_\_ ☐ Decline to Answer



## **Part VII: Consents and Signatures**

## Pick-up/Dismissal Information

This question <u>must</u> be answered for parents/guardians enrolling their children

My child has permission to travel home alone at dismissal:

☐ Yes ☐ No

Consent to Participate						
To the best of my knowledge the information above is true. I agree to its verification and understand that falsification may be grounds for termination of service. Information provided may be used by the City of New York to improve City services and access to those services, and to access additional funding.						
	If participant is 18 and over:	<del></del>				
I acknowledge that I am 18 years of age or older and am authorized to give consent. $\Box$ Yes $\Box$ No						
Participant's Signature	Participant: Print Name	Date				
If r	participant is <u>under</u> 18 years old:					
Parent/Guardian's Signature	Parent/Guardian: Print Name	Date				
Consent	for Emergency Medical Treatment					
If participant is 18 and over  I am enrolled as a participant in a DYCD-funded program. In the event of a medical emergency, I hereby give consent for necessary emergency medical treatment to be obtained on my behalf. I further authorize the emergency contact(s) listed to be contacted.  □ Yes, I give my permission □ No, I do not give permission						
Participant's Signature	Participant: Print Name	Date				
If participant is under 18 years old:  My child is enrolled as a participant in a DYCD-funded program. In the event of a medical emergency, I hereby give consent for necessary emergency medical treatment for my child to be obtained, with the understanding that I will be notified as soon as possible. I understand that every effort will be made to contact me, or, if I am unavailable, the emergency contact(s) listed, before and after medical care is provided.  □ Yes, I give my permission □ No, I do not give permission						
Parent/Guardian's Signature	Parent/Guardian: Print Name	Date				



#### Consent for Photography/Videotaping and Use of Original Work

As a participant enrolled in a DYCD-funded program, please be aware that from time to time DYCD and the City of New York, its contracted providers, authorized agents, third-party organizations with which it collaborates, or other government, representatives (collectively, "Authorized Parties") may be present during program activities and special events associated with program services, both at the usual program location and at off-site events. In some cases, they may photograph, videotape, interview or otherwise record participants and their families and friends in these programs. The resulting images, videos, and interviews may be used, with or without the participant's name, in printed and electronic media such as brochures, books, print and email newsletters, DVDs and videos, websites, social media and blogs (collectively, "Media").

videos, websites, social media and blogs (collectively, "Media"). I hereby authorize and permit the Authorized Parties, without compensation and without further approval, to photograph and/or record my and my child's image, name, likeness, and the sound of my and my child's voice during DYCD-funded program activities and special events, and I hereby consent to the resulting images, videos and interviews being used, without compensation and without further approval by the Authorized Parties solely for non-profit, non-commercial purposes in any and all Media. ☐ Yes ☐ No If, in the course of participating in DYCD-funded program activities and special events, any original work such as art, music, choreography, poetry, or prose (collectively, "Original Work") is created by me or my child, I hereby consent to such Original Work being used by the Authorized Parties, without compensation and without further approval, solely for non-profit, non-commercial purposes in any and all Media. ☐ Yes ☐ No If participant is 18 and over: I acknowledge that I am 18 years of age or older and am authorized to give consent. ☐ Yes ☐ No Full Name of Participant Participant's Signature Date If participant is under 18 years old: Full Name of Participant Parent/Guardian's Signature Date



#### Parent/Guardian Consent to Collect and Share Student Information

The **Department of Youth and Community Development (DYCD)** provides funding for this program as part of its mission to help you assist your child reach his or her full potential. Many of our programs are run by community based organizations. We work to make sure the services you and your children receive are of the highest quality. DYCD is requesting your permission to allow us to collect information we need on your child, their participation and the quality of the services provided.

#### What information from your child's student records is DYCD requesting?

We are requesting your permission for the **NYC Department of Education (DOE)** to share personally identifiable information from your child's student records with DYCD. The information we would like to collect consists of biographical and enrollment information (specifically consisting of your child's name, address, date of birth, student identification number, grade, school(s) attended and transfer, discharge, and graduation data about your child); data concerning your child's school attendance (including number of days attended and absences); and academic performance data (including your child's results on state and national exams, credits earned, grades, promotion and retention status, and fitnessgram score); and data related to any disciplinary actions taken against your child (including number and type of suspensions).

# We are requesting to collect the information listed above about your child on a past, present and future (i.e., ongoing) basis.

We are also requesting your permission for DYCD to share information we collect on the enrollment form from you and/or your child with DOE staff. The information includes registration information, student's interests and challenges, type of program enrolled-in and frequency of participation. This information will be used to help the school and community organization work together to meet you and your child's needs.

#### Who will see my child's information and how will it be safeguarded?

The only people who will see your child's individual information are DYCD and DOE staff who manage the data systems and prepare research reports and program analyses. The limited number of DYCD staff identified to receive personal information is screened, and provided extensive training to follow strict guidelines on protecting the confidentiality of information that would personally identify you or your child. Personally identifiable information collected from student records will only be shared electronically between DOE and DYCD and will be secured and protected in the DYCD data base. Personally identifiable information will not be shared with any community based organizations or their staff members. We will not use your name or your child's name in any published report. While we request your consent, your responses to the below requests will not affect your child's participation in DYCD sponsored programs.

#### Please check Yes or No to each of the following statements:

I understand why DYCD is asking my	permission to access the information listed above from my
child's student records, and I give permiss	ion to DOE to share that information with DYCD on an ongoing
, ,	basis.
☐ Yes, I give my permis	sion   No, I do not give my permission
I understand why DYCD is asking my perr	nission to share information about my child collected by DYCD
with DOE staff and I give my permission	to DYCD to share information with DOE on an ongoing basis.
<b>9</b> , ,	sion □ No, I do not give my permission
Student/Applicant Name:	
Parent/Guardian Name:	
Parent/Guardian Signature:	Date:
A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Additional Parent/Guardian Name (optional):	
Additional Parent/Guardian Signature (optional):	



### **Consent to Make Referrals and Share Information**

The New York City Department of Youth and Community (DYCD) invests in programs and services to help our communities and the people who live here. We want to make sure you know about them and make it easy for you to apply.

#### Why we need your permission

With it, we can:

- send you information about DYCD-funded programs and services you can apply for, and
- share information from your DYCD Participant Application each time you apply.

#### What we share

We'll only give information to show you qualify or help you enroll in DYCD-funded programs.

#### Who sees your information and how we protect it

Only authorized DYCD and funded program staff can see it. We don't share it with others except to:

- · decide if you're eligible for services,
- enroll you in programs and services, and
- · track the results of the services you receive

Please read below, check one of the boxes, and fill in the rest.

I understand why DYCD needs my consent to:

- · send me information about programs and services I can apply for,
- refer me to DYCD-funded programs, and/or
- share information from my DYCD Participant Application with the programs I apply for

☐ Yes, I give my permission	□ No, I do not give my permission
Full Name of Participant (please print)	
Signature of Participant (or Parent/Guardi	an for participants under 18 years old)
 Date	



#### **CONSENT FORM FOR COVID-19 TESTING**

#### What is this form?

We are seeking your consent to test your child for COVID-19 infection. The New York City Department of Education (NYC DOE) and New York City Department of Youth and Community Development (DYCD), working with NYC Health + Hospitals and the New York City Department of Health and Mental Hygiene, have partnered with laboratories and other providers to test Summer Rising participants, teachers, and staff members for COVID-19 infection.

#### How often would you test my child?

We are arranging for our laboratory and provider testing partners to come to every Summer Rising program periodically to test some of the participants, teachers, and staff. If you consent, your child may be selected for testing on one or more of these occasions in accordance with program guidelines. In addition, your child may also be tested throughout the duration of the program (1) in accordance with state and city mandates, or (2) if they exhibit one or more symptoms of COVID-19, or (3) if they are a close contact of a participant, teacher, or staff person with COVID-19 infection.

#### What is the test?

**If you consent**, your child will receive a free diagnostic test for the COVID-19 virus. Collecting a specimen for testing involves inserting a small swab, similar to a Q-Tip, into the front of the nose and/or collecting saliva (spit).

#### How will I know if my child tests positive?

If your child has a specimen collected for testing at Summer Rising, we will send information home with them to let you know. COVID-19 test results will generally be provided within 48-72 hours.

#### What should I do when I receive my child's test results?

If your child's test results are positive, please contact your child's doctor immediately to review the test results and discuss what you should do next. You should keep your child at home and inform your child's Summer Rising program coordinator. If your child's test results are negative, this means that the virus was not detected in your child's specimen. Tests **sometimes** produce incorrect negative results (called "false negatives") in people who have COVID-19. If your child tests negative but has symptoms of COVID-19, or if you have concerns about your child's exposure to COVID-19, you should call your child's doctor. If you need help finding a doctor, call (844) NYC-4NYC.

TO BE COMPLETED BY PARENT, GUARDIAN OR ADULT PARTICIPANT						
Parent/Guardian Information						
Parent/Guardian						
Print Name:						
Parent/Guardian						
Address:						
Parent/Guardian						
Tel./Mobile #:						
Parent/Guardian						
Email address:						
Best way to						
contact you						
	Child Information					
Child						
Print Name:						
Child School		Child				
ID/OSIS#(if		Date of Birth:				
known):						
Child Summer						
Rising Program						
Child Home						
Address:						



#### **NOTIFICATION OF INFORMATION SHARING**

The law allows some information about your child to be shared with and among certain New York City and New York State agencies and their contracted service providers, including those listed below. This information will be shared only for public health purposes, which may include notifying close contacts of your child if they have been exposed to COVID-19, and taking other steps to prevent the further spread of COVID-19 in your community. Information about your child that may be shared with these agencies and service providers conducting COVID-19 Testing includes your child's name and COVID-19 test results, date of birth/age, gender, race/ethnicity, Summer Rising program name(s), teacher(s), cohort/pod, enrollment and attendance history, and program participation, names of other family members or guardians, address, telephone, mobile number, and email address. Sharing of information about your child will only be done in accordance with applicable law and City policies protecting privacy and the security of your child's data.

•	NYC Department of Education	•	NYC Department of Youth and Community Development
•	NYC Department of Health and Mental Hygiene	•	NYC Health and Hospitals Corporation
•	NYS Department of Health	•	Contracted Service Providers for COVID-19 Testing

#### CONSENT

#### By signing below, I attest that:

- I have signed this form freely and voluntarily, and I am legally authorized to make decisions for the child named above.
- I consent for my child to be tested for COVID-19 infection.
- I understand that my child may be tested at multiple times through September 1, 2021, and that testing may occur (1) on days scheduled by the NYC DOE and/or DYCD in accordance with program guidelines or state and city mandates, or (2) if they exhibit one or more symptoms of COVID-19, or (3) if they are a close contact of a participant, teacher, or staff person with COVID-19 infection.
- I understand that this consent form will be valid through September 1, 2021, unless I notify the designated contact person from my child's Summer Rising program **in writing** that I revoke my consent.
- I understand that if I revoke my consent or refuse to sign, my child may not be allowed to participate in Summer Rising's in-person programming.
- I understand that my child's test results and other information may be disclosed as permitted by law.
- I understand that if I am a participant age 18 or older, or may otherwise legally consent for my own health care, references to "my child" refer to me and I may sign this form on my own behalf.

Signature of Parent/	Date
Guardian	
(if child is under age 18)	
Signature of Participant	Date
(if age 18 or over or	
otherwise authorized to	
consent)	