

# CAREERSOURCE CENTRAL FLORIDA

## SUMMER YOUTH PROGRAM APPLICATION

### Step-by-Step Student Guide

This guide walks you through the CareerSource Central Florida Summer Youth Program Application from start to finish. Follow each step carefully to make sure your application is completed correctly and on time.

#### VERY IMPORTANT: BEFORE YOU START – GET READY



Before you begin the application, gather your required documents. Having everything ready will make the process much faster and smoother.

#### REQUIRED DOCUMENTS (OFFICIAL DOCUMENTS ONLY)

You will need copies or photos of the following:

- Valid School ID
- Social Security card documentation
- Proof of date of birth (such as a birth certificate)
- Proof of residence (showing your current address)
- Free or Reduced Lunch form
  - *If you do NOT have a Free or Reduced Lunch form:*
- You must provide another official proof of income instead.

#### HELPFUL TIPS:

Links to Free and Reduced Lunch forms are located at the bottom of the FAQ page, organized by county. You may also contact your school office for help getting these documents.

Other official documents may be accepted. Always review the full list of acceptable documents on the application or FAQ page.

#### IMPORTANT: EMAIL REMINDER (VERY IMPORTANT)

Use your personal email address, not your school email.

- You must check this email frequently throughout the application process.
- Important updates, links, and next steps will be sent by email.

## STEP 1: SIGN UP (FIRST STEP ONLY)

What to do:

1. Complete Step One: Sign Up.
2. Submit the form.
3. After you submit the form, you will see a green confirmation notice on the screen that says:

**“Your Youth Intake Form has been successfully submitted.”**

This message confirms that your form has been successfully completed and received.

*After completing Step One, you will receive a phone call from a CareerSource Central Florida consultant within 14 days to verify the information you submitted and to provide instructions for Step Two.*

## STEP 2: COMPLETE THE FULL APPLICATION

This is the main application step.

What to do:

- Open the email you received after Step One.
- Click the link provided.
- Complete every section of the application.
- Upload all required documents.
  - Complete and sign all required forms.



### Important for applicants under 18:

A parent or guardian must help you. Your parent or guardian must complete and sign the signature page with you. Applications are not considered complete if documents or signatures are missing.

## STEP 3: APPLICATION REVIEW & NOTIFICATION

Once your application is submitted:

- CareerSource Central Florida will review your application.
- You will receive an email notification with your status.

*The email will explain your next steps, if any are required.*

## FINAL REMINDERS (PLEASE READ)

This is a three-step process: **Sign Up** → **Full Application** → **Approval**

- The program is on a first-come, first-served basis; once slots are filled, the portal will close.
- Having your documents ready helps your application move faster.
- Spots are limited, especially for preferred locations or specific worksite assignments.
- Respond quickly to emails, phone calls, or text messages.
- Parents or guardians must be present for applicants ages 14–17 due to required signatures.

*You may receive phone calls or text messages from your Career Consultant—make sure your contact information is correct.*

## YOU'RE DONE!



Thank you for applying to the CareerSource Central Florida Summer Youth Program. We look forward to reviewing your application and wish you success! If you have any questions or need help, email: [summeryouthprogram@careersourcecf.com](mailto:summeryouthprogram@careersourcecf.com)

**Tip:** Save this guide or keep it open while completing your application.