



Senior Community Service Employment Program

Department of Labor

P.O. Box 9970, Tamuning, Guam 96910

Bell Tower, Anigua • American Job Center

710 West Marine Corps Drive, Suite 301 Hagatna, Guam 96910

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Maria S. Connelley, *Director* • Sam Mabini, Ph.D., *Deputy Director* • Dorothy Gutierrez, *SCSEP Administrator*

Requirements to Establish SCSEP Eligibility

As an applicant, you are required to submit to the SCSEP office the following documents to determine eligibility for our training program. Your cooperation will expedite the processing of your application.

REQUIRED DOCUMENTS

- Identification (e.g., driver's license, passport, Guam ID, Permanent Resident Card (Green Card), Military ID, Birth Certificate). If not a U.S. citizen, must submit a Guam ID card;
- Original Social Security Card;
- A copy of your current Income Tax Form (1040) with attached W-2 forms. The 1040 must be stamped by Revenue and Taxation of date filed. If you did not file, you must obtain a **Letter of Certification** from Revenue and Taxation indicating that you don't have income to file for the current filing year and one is claiming you as a dependent. If someone is claiming you as a dependent, you must submit a copy of their Income Tax Form 1040 for the current filing year;
- Mayor's Certification.

The following documents must be submitted only if applicable to applicant:

- Non U.S. Citizen: Alien Registration Card with Photograph (PRA or Green Card) or documents from U.S. Immigration & Naturalization Service indicating eligibility to work.
- Proof of Income for the past six (6) months from your last employer prior to application of current year, to include all household members who are or were employed during this period. Note: Family Household Members whom you support or who support you.
- Applicant Statement. This is for applicant with no income but being support be income of another household member, corroborated by a witness, preferably a public official, priest, etc. who is knowledgeable of the applicant's situation.
- Annuity Statement of current year (Social Security Statement)(this includes applicant and spouse, and all household members who receive Social Security benefits that support the applicant, a copy of his/her annuity statement must be provided on or off-island.
- Any Pensions/ Retirement Earnings. (On or off-island)
- Certification of any Public Assistance that you are receiving. (TNAF, SNAP, MIP, Medicaid, Public Assistance Housing- Section 8 or GHURA Housing.)
- DD-214 (veteran separation), if applicable.
- If self-employed, copies of (BR20) Gross Receipt Twelve (12) months prior to Participation.
- Disability Certification: Doctor's Certification must be submitted to establish disability benefits.

Note: If any of the above required/applicable documents are not submitted or incomplete, your application will not be processed.

To inquire further assistance, contact Dorothy Gutierrez (SCSEP Administrator) at 475-7015; Virginia Mendiola, (EDWIII) at 475-7096; or Cheryl Ochai (EDWII) at 475-4968.