

**State Department of Labor  
Summer Youth Program  
200% Provider Certification Agreement**

A Certified Provider agrees that:

1. 00-LCM-20 has been reviewed and the provider agrees with the stated provisions and requirements.
2. Whenever services are provided to public assistance recipients (Family Assistance or Safety Net), the services will be coordinated with the local social services district.
3. Services will be provided to individuals who are not categorically eligible only if they are:  
A resident of New York State; A United States citizen or TANF qualified non-citizen; A member of a family that includes a minor child or pregnant woman and, A member of a family whose gross income does not exceed 200% of the federal poverty level.
4. A completed TANF Youth Services Application or its equivalent will be on file for each participant receiving services. Applications must be in a locked file in alphabetical order by the month of certification. A determination regarding the application must be completed within 30 days of receiving a signed certification from an applicant and not less frequently than 12 months. Applications for those not considered eligible must also be kept of file.
5. Each participant will be informed:
  - a. of their eligibility to participate;
  - b. that by signing a TANF Youth Services Application or its equivalent they attest under penalty of perjury to the validity of the information provided;
  - c. of the opportunity to have their 200% certification reviewed by another qualified certification worker; and
  - d. agree that information provided, including their social security number, can be shared with other entities for purposes of certifying eligibility.
6. A completed Department of Labor TANF Youth Services Application Review Form or its equivalent will be completed and on file for each participant receiving services. This form should be attached to the participant's TANF Youth Services Application.
7. All individual specific information will remain confidential and will be maintained in accordance with Section 136 of Social Services Law and 18 NYCRR 357.

8. Program and financial reports will be maintained and submitted for a period of not less than six years. Records involving matters in litigation shall be kept for a period of six years following the termination of the matter in litigation.
9. Program information will be made available to officials, including auditors employed or retained by DOL, the State Division of the Budget or the Office of the State Comptroller or other authorized representatives, for a period of six years after its final use of funds provided under the program.
10. If information is obtained through a program audit or other review mechanism, indicating that certification of applicants/participants is not conducted by the provider as required by this agreement or 00-LCM-20, DOL shall disallow payments for services provided and may terminate this agreement.
11. Applicant/participant documentation and related program records will be made available for audit by the appropriate county, state and/or federal agencies.
12. Enrollment, performance and financial information required by each program *will* be made available as required by DOL.

I concur with and will implement the provisions of this agreement:

Organization \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_