

How To Apply Online for A DYCD-Funded Youth Service Program

discover
Opportunities and
Services Near You



<https://discoverdycd.dycdconnect.nyc/>



Revised
7.24.2020

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CONSENTS

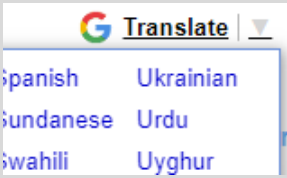
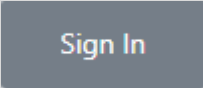
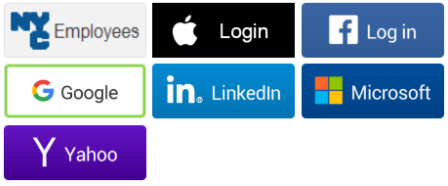

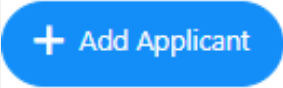

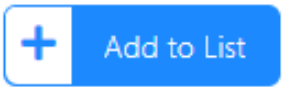

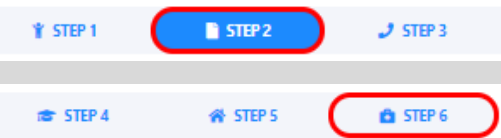

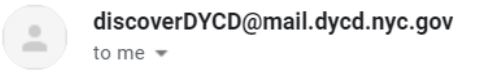
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1. Make An Account	2. Make An Application	3. Submit Application	4. Check Email
<p>Translate To Your Preferred Language</p>  <p>Create An Account By Pressing Sign In</p>  <p>You Can Sign In Using The Following</p> 	<p>Open Your Dashboard</p>  <p>Add A Participant</p>  <p>Search For a Program</p>  <p>Add The Program To Your List</p>  <p>Click Apply to get Started</p> 	<p>Answer All Questions In Each Step</p>  <p><i>NOTE: Red lines means info is missing in that section</i></p> <p>Click Submit</p>  <p><i>NOTE: Submitting an application does not guarantee acceptance as it must be reviewed first.</i></p>	<p>Check Email for Status Updates</p>  <p><i>NOTE: Additional consent forms/information may be needed if applying for a Youth Services program</i></p> <p>Check your Updates/Junk/Spam folders for incoming messages.</p> <p>Please give the program five days to respond before checking in regarding an applicant's status.</p>

NAVIGATING discoverDYCD – GETTING STARTED

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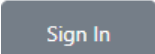
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Families can use **discoverDYCD** to search and apply for free DYCD services across all of New York City. The variety of services offers are listed to the right. You can translate this page and application at any time by pressing  and selecting a language. To apply for a DYCD program:

1. Create An Account

An account must be created with **discoverDYCD** in order to apply for a program. To create your account, press .

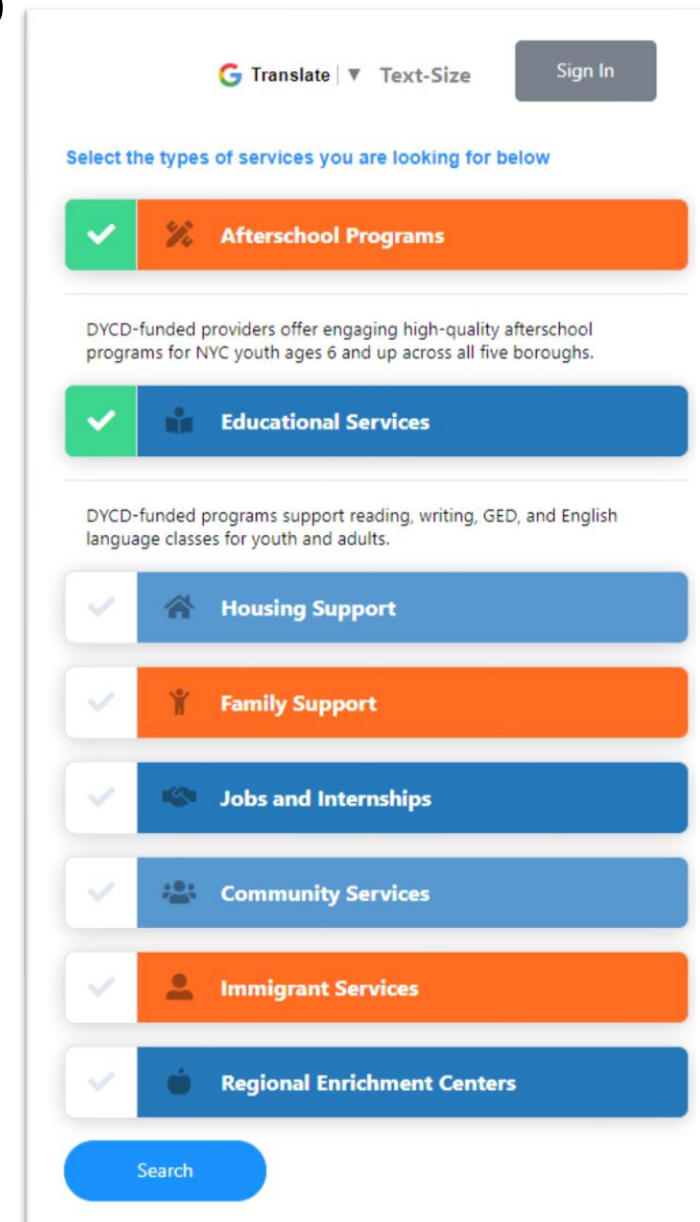
2. Create An Application Under That Account

Applicant must have a profile created so the parent can apply for a program for them. Go to  **Dashboard**, click .

3. Select The Type of Service

Click on the checks to highlight them green. These services will be included in the search. You can click on the name of the service to learn more about it.



4. Click Search!



A list of categories DYCD offers for free.

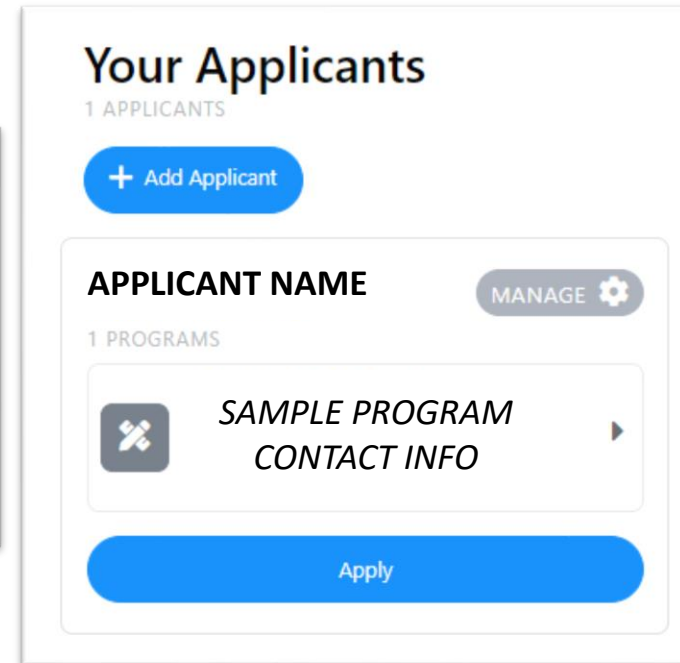
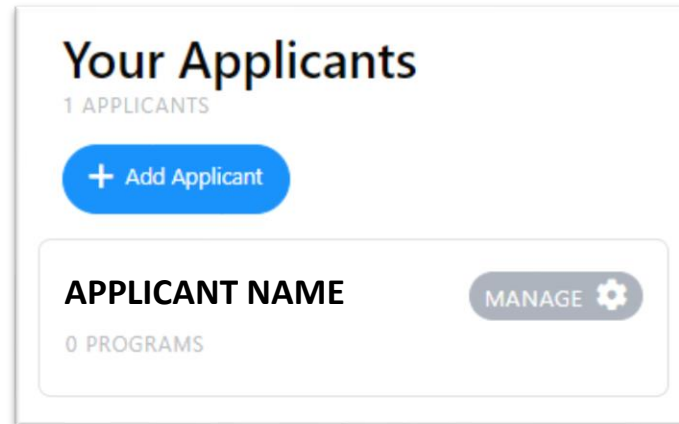
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CREATING AN APPLICANT PROFILE

To **create an application**, go to the  **Dashboard** and click . Below are images of an applicant that has been created. You can click on the manage icon to edit details to view more options and edit applicant information.

When the applicant is set up correctly, their name will appear under **Your Applicants**.

If you made an applicant, but did not select a program to apply for, it will appear like this:



In this image, you can see the program that the applicant has applied to, along with their status. For more information, please go to **APPLYING FOR A PROGRAM**.

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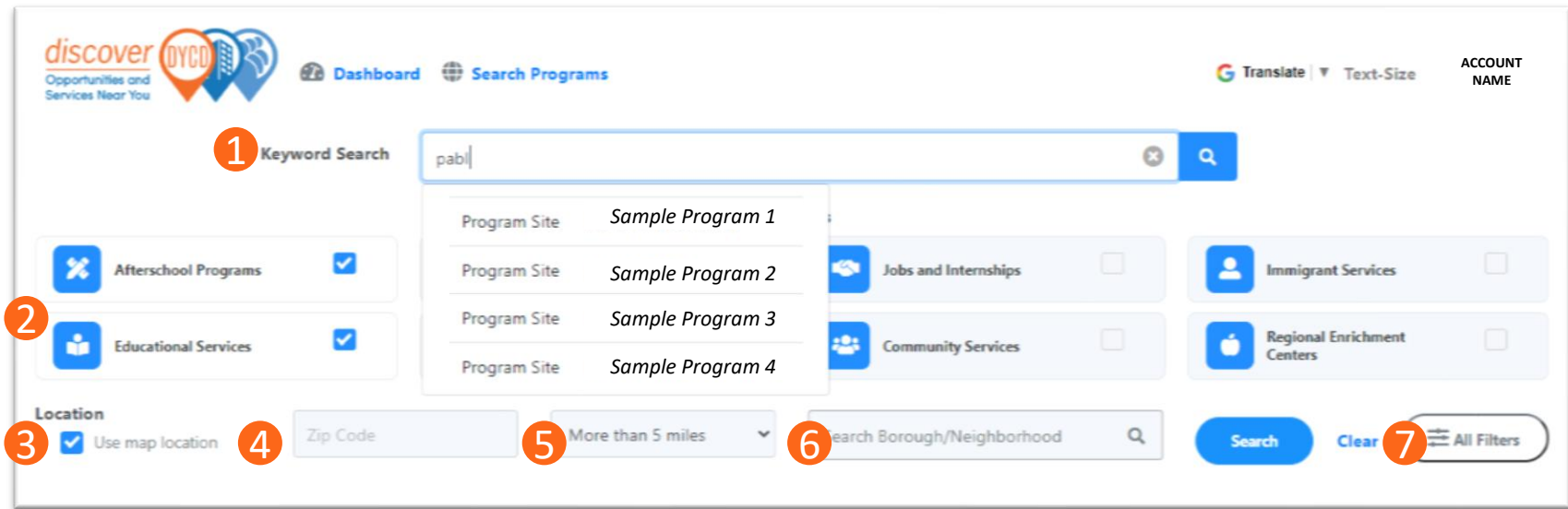
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FINDING A PROGRAM PART 1: FILTERS

From the search page, families can narrow down their search parameters. Filters include:

1. **Keyword Search:** Find specific program site, activities, and providers. This feature is an effective way to find a program in a specific school or community center.
2. **Service Types:** Additional services to include in your search such as Community Services, Immigrant Services, and more.
3. **Use Map Location:** Use your actual location to find more nearby services.
4. **Zip Code:** Focus results to populate around a specific zip code.
5. **Distance:** Filter results to show results within a specific distance in miles.
6. **Borough/Neighborhood:** Restrict searches to specific areas within New York City.
7. **All Filter:** View additional filters.

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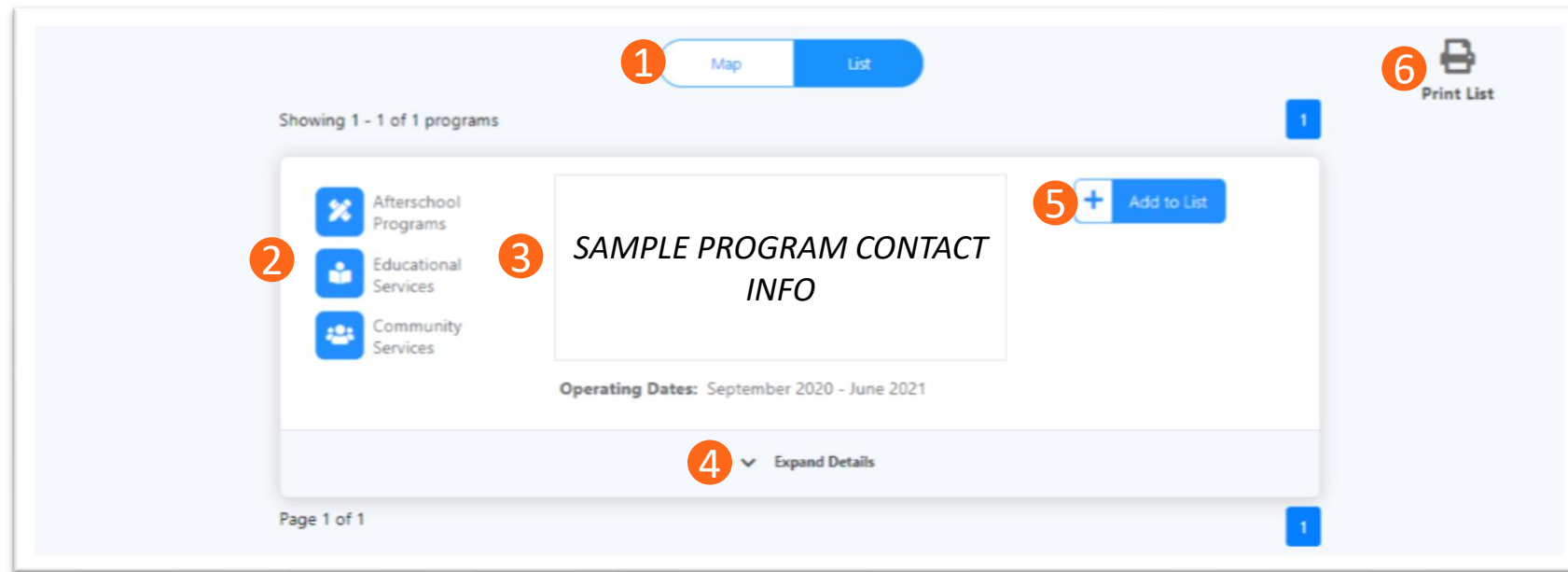
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FINDING A PROGRAM PART 2: RESULTS

The results will appear on the bottom half of the page, where you can view them and learn more.

1. **Map | List:** View the results as a List or a Map.
2. **Service Types:** These are the categories this program appears under.
3. **Program Details:** This section details contact information, the address it is located, and their operating date range.
4. **Expand Details:** View additional details regarding the program.
5. **Add to List:** Click to add this program to a list of programs to apply to.
6. **Print List:** Click to print the offerings to view offline or print.

APPLYING TO A PROGRAM PART 1: ADDING A PROGRAM TO AN APPLICANT

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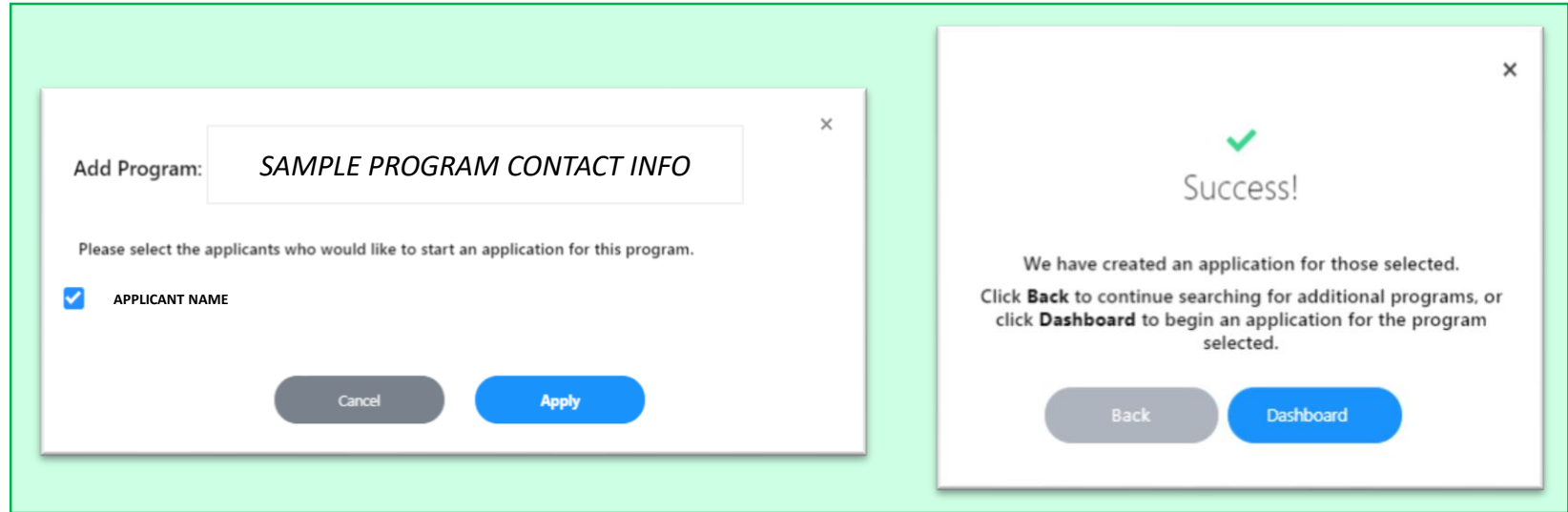
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Once you **click Add to List**, you will get to select the applicant to apply to the site. Choose the applicant, then **press Apply**.

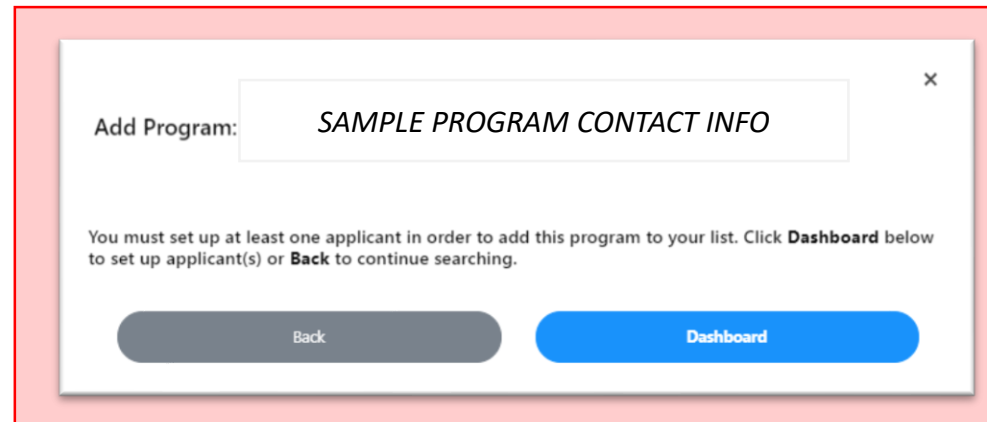
If done correctly, you will get a “Success!” message.



Screens you will see if you correctly create an application for a participant.

OR

If you do not have a profile for an applicant, then you will be instructed to add one. Click on,  **Dashboard** then create a new participant, and try again.



Screen you will see if you select a program but do not have an applicant.

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APPLYING TO A PROGRAM

PART 2: COMPLETING THE APPLICATION

The results will appear on the bottom half of the page, where you can view them and learn more. All required fields must be completed before an application and be submitted.

- STEP:** Each STEP is a section of the application. A red outline means the information is required.
- Now Viewing:** Displays the programs being applied to
- Progress Tracker:** Shows how much of the application is complete
- Menu Buttons:** Allow you to navigate or submit the application.

The screenshot shows the 'discover DYCD' website interface. At the top, there are navigation links for 'Dashboard' and 'Search Programs', along with a 'Translate' button and user information 'Hi Adam'. A progress bar at the top indicates the current step is 'STEP 2', which is highlighted with a red outline. Below the progress bar, the main content area is titled 'Applicant Information'. It contains several sections: 'How well does APPLICANT English?' with radio button options for 'Fluent/Very well', 'Well', 'Not well', and 'Not Well at all'; 'Primary Language (Select One)' with a dropdown menu set to 'English'; 'Other Languages Spoken (Check all that apply)' with a search box containing 'Other x'; and a series of questions with radio button options: 'Parent/Legal Guardian?' (Yes/No), 'Offender/ Justice Offender?' (Yes/No), 'Foster Care Participant?' (Yes/No), 'Runaway Youth?' (Yes/No), and 'An individual with a Disability?' (Yes/No/Decline to answer). The 'An individual with a Disability?' question is expanded to show a list of disability types: 'Cognitive impairment' (checked), 'Hearing-related', 'Learning Disability', 'Mental or Psychiatric', 'Physical/Chronic Health Condition', 'Physical/Mobility Impairment', 'Vision-related', 'Decline to Answer', and 'Other'. On the right side, there is a 'NOW VIEWING' section titled 'Application 2' with a sub-header 'APPLICANT NAME'. Below this, it says 'These are your saved programs. Once your form is complete, you can apply to any or all of these programs. Multi-select available below.' and shows a button for 'SAMPLE PROGRAM CONTACT INFO'. At the bottom of the form, there is a progress indicator for 'APPLICANT NAME' at 82%, a 'Save and Continue Later' button, and three main action buttons: 'Back', 'Next', and 'Submit'. The 'Submit' button is highlighted with a red outline and a red circle with the number 4.

This is the page will see when completing an application.

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As of July 2020, Only 4 of the necessary consents are in discoverDYCD. The rest must be submitted to the agency. The consents can be found in the Document Library.

These consents include:

1. **Application Work Status/Required for Full-Time Students** (pg 4, Student ID/OSIS is not mandatory)
2. **Part IV: Health Information** (page 4)
3. **Pick-up/Dismissal Information** (pg 7, permission from a parent/guardian for child to walk home alone)
4. **Parent/Guardian Consent to Collect and Share Student Information** (pg 8 and 9)
5. **Parent/Guardian Consent for Participation in Program Evaluation Data Collection** (pg 10 and 11, COMPASS Middle School Programs Only)

Participant Consents

Consent for Emergency Medical Treatment- Parent/Guardian*

If 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 No

Signed by Adam Torres, 07/13/2020 3:27 PM

Participant Consent for Photo/Videotaping*

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"). 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

Signed by Adam Torres, 07/13/2020 3:27 PM

Participant consent for use of original work*

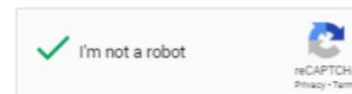
If, in the course of participating in DYCD-funded program activities and special events, any original work such as art, music, choreography, poetry, or prose (collectively, "Original Work") is created by me or my child, I hereby consent to such Original Work being used by the Authorized Parties, without compensation and without further approval, solely for non-profit, non-commercial purposes in any and all Media.

Yes No

Signed by Adam Torres, 07/13/2020 3:28 PM

Verification of Information*

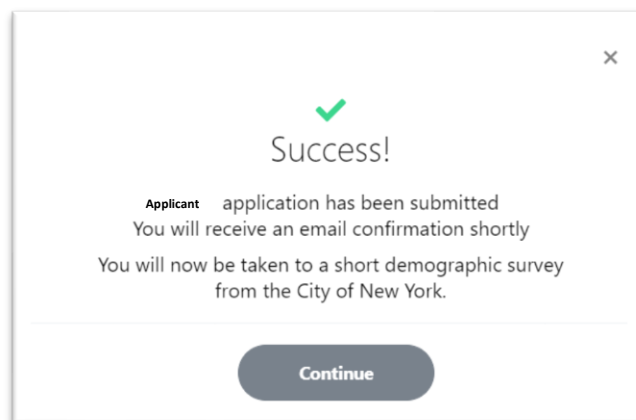
To the best of my knowledge the information completed is true. I agree to its verification and understand that falsification may be grounds for termination of service. Information provided may be used by the City of New York to improve City services and access to those services, and to access additional funding.



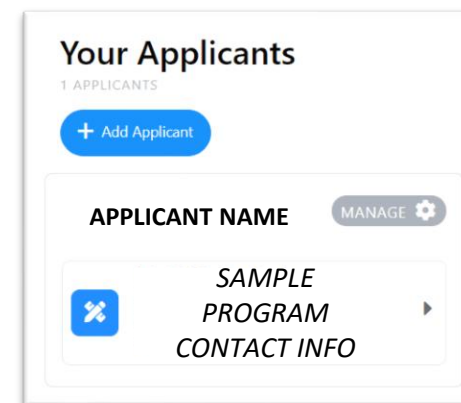
RECEIVING INFORMATION PART 1: WHERE TO FIND THE STATUS OF THE APPLICATION

When you have submitted your application, you will see a Success message. You can view your application status by returning to the Dashboard. Once you have submitted your application, you are unable to make edits.

Follow-up will come by email or phone call from the program you applied to.



The confirmation message you get when submitting your application.



How the application will look in the Dashboard after submitting it.

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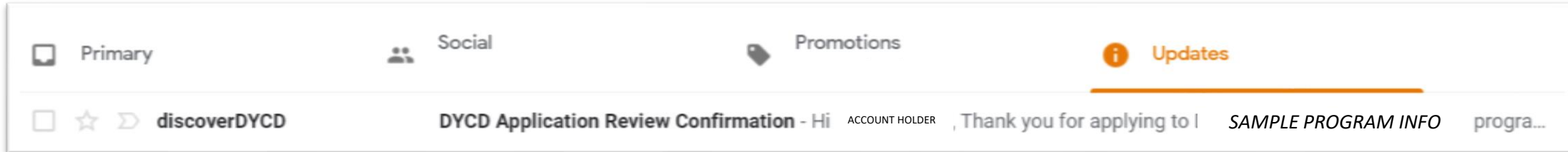
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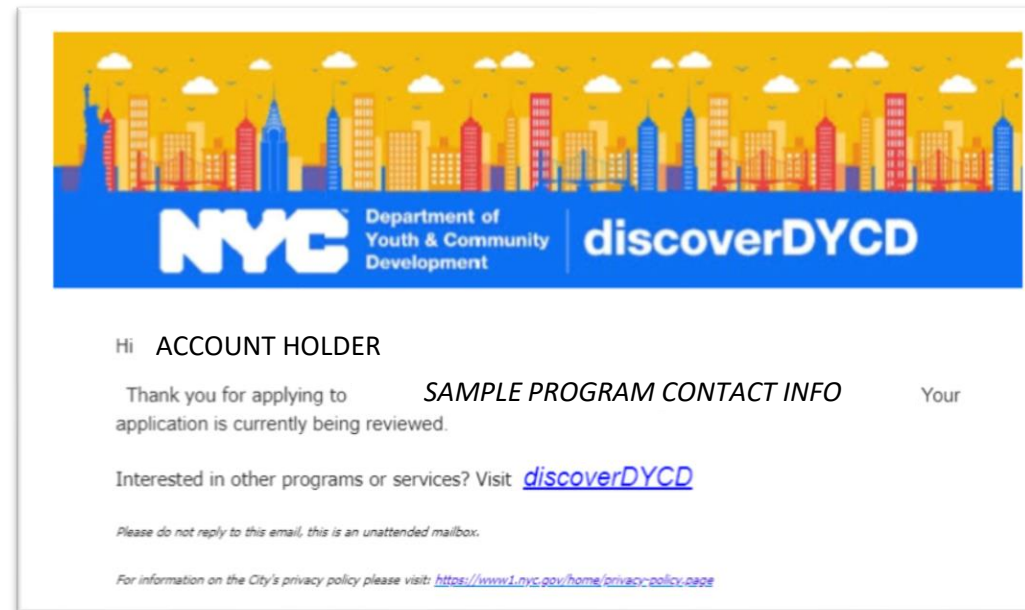
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RECEIVING INFORMATION PART 2: ADDITIONAL COMMUNICATIONS

Communication regarding the applicant's status can be tracked by email. Check your Junk, Spam, or Updates email folder to view up to date information regarding your application. Please give the program 5 (five) days to reply with an update.



Emails regarding application updates will come from discoverDYCD@mail.dycd.nyc.gov. Please see example above.



Emails from DYCD may look like the sample message to the left.

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CONTACT INFORMATION REGARDING discoverDYCD APPLICATIONS

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Question About Application Status?

Contact the program directly using the
contact information on discoverDYCD

Question About discoverDYCD and DYCD Services?

Call in NYC: 800-246-4646
Outside NYC: 646-343-6800
Online:

<https://www1.nyc.gov/site/dycd/connected/youth-connect.page>

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