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March 30, 2020

To: BOCES District Superintendents  
Superintendents of Public School Districts  
Principals of Public Schools  
Charter School Leaders  
Principals of Private Schools

From: Kathleen R. DeCataldo 

Subject: Working Papers for Minors and School Closures

School districts in New York State must continue to issue employment certificates to qualified applicants, including during school closures. Section 3215-a of New York State Education Law requires schools to provide this service for pupils and employers in the community. School superintendents have the authority to designate principals or other school officials to act as certificating officials and nonpublic schools and BOCES may issue such certificates to their own students. Minors may apply for certificates where they live, where they go to school, or where they are to be employed.

During the period of school closures due to COVID-19, districts may elect to issue working papers using the following alternative process. Districts preferring to use the traditional method may continue to do so, however, they must ensure that their school community is aware of the process. If the school district provides abbreviated office hours for in-person processing of working papers, it is recommended that appointments be made to maximize social distancing.

### **Alternative Process for Issuing Working Papers During COVID-19 School Closures**

Parents/guardians and minors complete the appropriate application form and email it to the district or school's Certificating Officer. Fillable PDF versions of the [AT-17 Application for Employment Certificate](#) and [AT-22 Application for Employment Permit](#) are now available on [NYSED's Employment of Minors website](#). These forms allow digital signatures.

The Certificating Officer schedules a video call with the minor, and if required, the parent or guardian. During this video call, the minor presents required documentation as per the [Certificating Officers Manual](#).

Certificating Officers may then complete the working card, sign it, and mail it to the minor. The minor should sign the card upon receipt. The requirement that the minor sign the card in the presence of the certificating officer is temporarily waived for the duration of New York's COVID-19 school closures. Certificating Officers must continue to use approved working cards.