

Summer Youth Employment Program 2010

Frequently Asked Questions

SYEP TERMS

SYEP Participant - a youth, who is selected, enrolled and placed in SYEP. Participants apply through an SYEP Provider and are assigned to an SYEP Worksite by the Provider upon selection and completion of enrollment into SYEP.

SYEP Provider – a community-based organization that is authorized by DYCD to operate the program and to provide application intake and enrollment, job placements and payroll processing for the SYEP participants that are part of its program. **SYEP Providers are the only organizations to which you may submit your SYEP application.** When you apply for SYEP, you will have the opportunity to select the SYEP Provider that you would like to work for. You can view a list of community-based SYEP Providers on the DYCD website at www.nyc.gov/dycd.

SYEP Worksite - the organization or company where the SYEP Participant is assigned to work during the duration of SYEP. The Worksite provides Participants with work and supervision and signs off on Participants' weekly timesheets.

ABOUT SYEP

1. What is the Summer Youth Employment Program (SYEP)?

SYEP is a job program that provides youth between the ages of 14 – 24 years old with work experience, life skills training and income during the summer months and qualified organizations with free summer help.

2. When will SYEP start?

SYEP is a seven week program that will begin on Tuesday, July 6, 2010 and continue through Saturday, August 21, 2010.

APPLYING FOR SYEP

1. How do I qualify for SYEP?

To be eligible for SYEP, you must be at least 14 years old but not over 24 years old as of the start of the program on July 6, 2010. You must also permanently reside within the five boroughs of New York City.

2. When will the SYEP applications be available?

SYEP applications will be available April 19, 2010.

3. How do I apply for SYEP?

Visit www.nyc.gov/dycd and complete the application online. You can also download and print a copy of the application, complete it and return it to a community-based SYEP Provider.

4. Where can I obtain an SYEP application?

To obtain an application, you may do any one of the following:

- Visit the DYCD website at www.nyc.gov/dycd to download and print out a copy; or

- Review the list of authorized SYEP Providers on the DYCD website at www.nyc.gov/dycd and visit any of these providers to obtain an application

DYCD cannot mail applications to you, nor do we accept applications by mail.

5. Where do I submit my SYEP application?

To submit an application, you must do one of the following:

- Submit your application to an **authorized** SYEP Provider. The list of these Providers is attached to the application or you can visit the DYCD website (www.nyc.gov/dycd) to obtain the list of SYEP Providers; or
- Fill out the application online at www.nyc.gov/dycd. Then submit it electronically to the SYEP Provider of your choice. Review the list of required documents and have them ready (see Required Documents Checklist). You do not have to submit any required documents to the SYEP Provider until you have been selected for a job.

6. Can I mail in my application to DYCD or to an SYEP Provider?

No, applications may only be submitted online or in person to an SYEP Provider. All applications must be submitted to an SYEP Provider. DYCD does not accept SYEP applications.

7. Can I submit more than one SYEP application? Does it increase my chances to be selected for a job?

No, only the first application submitted will be accepted.

8. Will I receive a receipt confirming that I have submitted an SYEP application?

Yes. If you are submitting an online application, you will be given an opportunity to print out a receipt and the completed application. If you are submitting an application by hand to an authorized SYEP Provider, you should also receive a receipt for the submission of your application.

9. When is the deadline to submit a complete SYEP application?

The deadline to submit a complete SYEP application to an authorized SYEP Provider is **Friday, May 21, 2010**.

10. Do I have to pay any fees to apply or work for SYEP?

No. DYCD does not require a fee for applying to SYEP. SYEP Providers, Worksites, or any other parties are not allowed to charge a fee for participation in SYEP. To apply for SYEP, you only need to submit a completed application either online or in person to an authorized SYEP Provider.

If selected for the program, you will need to submit further documentation to verify the information on your application. You will be responsible for obtaining and providing these documents at that point (see the list of required documents). These are the only costs that you should incur to apply for SYEP.

During the summer, you may be responsible for your own transportation to and from work as well as your own meals. These are the only out-of-pocket costs that you should incur while working for SYEP.

SELECTION AND ENROLLMENT

1. How will SYEP applicants be selected?

DYCD will conduct a lottery of complete applications to determine whether applicants are offered a job.

2. How does the lottery work?

Applicants submitting a complete application to an authorized SYEP Provider are placed into a pool for potential selection. The SYEP computer system will randomly select complete applications for enrollment into SYEP.

3. How will I know if I am selected to participate in SYEP?

The authorized SYEP Provider where you submitted your application will contact you if you have been selected through the lottery.

To be notified, it is necessary that you provide your correct contact information (address, telephone number, email address). The SYEP Provider will also have a list of participants that are selected for a job at its intake site.

4. How can I check on the status of my SYEP application?

Visit the DYCD website (www.nyc.gov/dycd) and follow the instructions, or contact the authorized SYEP Provider where you submitted your application.

5. Do I need Working Papers?

Yes. If you are selected for an SYEP position and you are under the age of 18 (as of the start of the program on July 6, 2010), you must submit your most current working papers. Working papers can be obtained through any New York City Public High School or Regional Office. If you are currently not attending school, visit your local New York City Public High School or Department of Education Regional Office or call 311. For a list of schools and regional offices and their contact information, please visit www.schools.nyc.gov.

6. Besides an SYEP application and Working Papers what other documentation is required?

If you are selected for an SYEP position, you will need to also provide copies of documents that will verify the information that you have provided on your application. You can download a list of required documents from the SYEP website. To find the list, you can go back to the 'SYEP Documents' menu to access it.

Note that if you are a male, 18 years or older at the time of enrollment, you must provide proof of Selective Service registration. To register or obtain proof of registration, you can visit the Selective Service website at www.sss.gov.

WAGES, WORK AND EDUCATIONAL COMPONENT

1. How much does SYEP pay?

SYEP Participants will earn the New York State minimum wage of \$7.25 an hour and may work up to 25 hours per week.

2. How will I be paid?

SYEP Participants are paid every two weeks through direct deposit to the SYEP Debit Card or designated personal bank account. Please review the SYEP Debit Card instructions that are included in your debit card packet. You can also visit our website at www.nyc.gov/dycd (under Summer Youth Employment Program) for more information and instructions on how to access your summer pay.

3. Can I work on weekends?

Work on weekends is permitted but it is up to your SYEP Provider and the worksite. Your total hours for SYEP cannot exceed 25 hours per week.

4. Can I work overtime?

No. SYEP cannot pay for overtime. If you are asked by the worksite to work overtime, you must inform your SYEP Provider.

5. Can I attend summer school and also participate in SYEP?

Yes, if your SYEP Provider can arrange a schedule that accommodates both work and school.

6. What type of summer jobs are available?

The SYEP Provider will determine the range of placement possibilities. SYEP has traditionally offered jobs as clerical, hospital, camp, cultural and custodial aides in government and non profit agencies. The SYEP Providers may also provide jobs in private, for-profit companies in a variety of industries.

7. Does SYEP offer jobs outside of New York City?

Yes, as long as the SYEP Provider that you are enrolled with has out-of-city worksite placements. The most common job available through the Out-of City SYEP is an assistant camp counselor at a day or sleep away camp.

If you are placed in a worksite outside of New York City, you will be asked to provide guardian/parental consent.

8. What will my work week consist of?

Your summer job hours will consist of a combination of work and Educational Component hours. The actual work schedule will be developed and provided by the worksite to which you are assigned.

9. What is the SYEP Education Component?

The SYEP Education Component is a series of training classes conducted by the SYEP Provider for all SYEP Participants. The classes are designed to provide participants with basic to intermediate information on topics such as job readiness, career exploration, financial literacy, college and post-secondary educational opportunities and health education.

10. Must SYEP Participants attend the SYEP Education Component?

All SYEP Participants are required to spend at least 10 percent of their SYEP hours attending the educational workshops. Participants are paid for their training time and will not be paid for any educational hours that are missed.

FOR SYEP WORKSITES

1. Who is responsible for paying the youth?

The New York City Department of Youth and Community Development (DYCD) pays the wages and the SYEP Worksites provide youth participants with work and supervision.

2. How many hours can the youth work, and how much are they paid?

SYEP pays youth to work a maximum of 25 hours a week at the federal minimum wage of \$7.25 an hour.

3. What are the qualifications to become an SYEP Worksite?

Organizations that wish to receive SYEP workers can be not-for-profit, for-profit or government agencies. They must be able to provide youth with productive work for the entire duration of the program and proper adult supervision. They must also abide by all federal, state and local labor laws and facilities health and safety regulations. All childcare programs and facilities must have a current license or permit to operate.

4. How does an organization apply to become an SYEP Worksite?

Organizations that want to participate in SYEP must apply as an SYEP Worksite with a DYCD-contracted community-based SYEP Provider. A listing of the Providers can be found at www.nyc.gov/dycd. The application can be submitted directly to one or more SYEP Providers or online to the DYCD website. Organizations can access a list of SYEP Providers and a brief description of each provider when they complete an online SYEP Worksite application.

5. How are the youth selected to work in the program?

Youth are selected by a lottery conducted for all complete and eligible applications that are submitted by the application deadline. Youth can apply for SYEP beginning in April and up until the middle of May. Applications can be submitted online or by hardcopy in person to an SYEP Provider.

6. Who is responsible for placing the youth at the Worksites?

The SYEP Providers are responsible for developing Worksites and placing the youth at the Worksites. An organization must work with at least one SYEP Provider in order to receive SYEP workers.

7. Can the Worksite select the youth for their Worksite?

All youth are selected by a lottery. Worksites must work with their designated SYEP Provider to determine which of the selected youth can be assigned to that Worksite.

8. Is there a screening process to ensure the youth are ready to work?

DYCD and its SYEP Providers verify the age, city residence and permission to work status of each participant selected and enrolled in SYEP. In addition, SYEP Providers conduct a series of educational workshops with their participants that address workplace readiness and other life skills. If the Worksite has additional requirements such as medical clearance, criminal background checks and the like, it is responsible for letting participants know about the requirements and providing for the screening of participants prior to their placement at that Worksite.

9. What kind of work are SYEP Participants allowed to perform?

Worksites are required to provide proper supervision and age-appropriate work for youth between the ages of 14 and 24. All SYEP Worksites are required to abide by federal, state and local labor laws. In addition, there are other forbidden activities that are listed in the SYEP Worksite Manual. In particular, DYCD does not allow SYEP participants to operate motor vehicles, take part in political activities or fundraise on behalf of the Worksite or SYEP Provider as part of their work assignment in SYEP.

10. Is there any additional support provided to the Worksite staff throughout the program?

If the Worksite is accepted, the SYEP Provider will conduct a program orientation, provide you with the SYEP Worksite Manual and conduct weekly visits to support the participants placed at your site. You should communicate with the SYEP Provider regarding questions about the SYEP or specific issues related to participants placed at the Worksite.

11. Can a Worksite terminate the employment of an SYEP Participant?

DYCD encourages Worksites, SYEP Providers and Participant to maintain a continuous communication and feedback regarding the job performance of Participants. If the Worksite is dissatisfied with the performance of an SYEP Participant, the Worksite must inform the SYEP Provider and attempt to resolve the issue along with the Provider. The Worksite must not terminate Participants and send them home independently.