



2009 SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Frequently Asked Questions

- ❖ When will the SYEP applications be available?
SYEP applications will be available April 20, 2009.

- ❖ Where can I obtain an SYEP application?
To obtain an application, you can do any one of the following:
 - Visit any NYCHA Development Management Office, Community Center or The Department of Resident Employment Services, located at 350 Livingston 6th Floor, Brooklyn NY
 - Visit the DYCD website (www.nyc.gov/dycd) to download and print out a copy

or

 - Complete and submit your application for SYEP online at **www.nyc.gov/dycd**

- ❖ When is the deadline to submit a complete SYEP application?
The deadline to submit a complete SYEP application to the New York City Housing Authority is Friday, May 15, 2009.

- ❖ 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 July 1, 2009. You must also permanently reside within the five boroughs of New York City.

- ❖ When will SYEP start?
SYEP is a seven week program that will begin on Wednesday, July 1, 2009 and continue through Friday, August 14, 2009 (Participants will not be paid to work on Friday, July 3, 2009).

- ❖ Where do I submit my SYEP application?
You must submit your application to any NYCHA Development Management Office.

or

Fill out the application online at www.nyc.gov/dycd and submit it electronically to NYCHA.

- ❖ 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.

❖ 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 NYCHA, you will receive your receipt by mail.

❖ Am I guaranteed a job with NYCHA after I submit my applications?

No. Your completed application will be included in a pool of applicants. A lottery will be run and applicants will be randomly selected for hire.

❖ What type of work do NYCHA SYEP workers do?

NYCHA offers two different types of positions for summer youth: (1) Grounds keeper; (2) Counselor in Training. The grounds keepers maintain the cleanliness of the development outdoor areas. The Counselors-in-Training work in the Community Centers and assist with the monitoring of youth activities. Counselors-in Training may also participate in field trips. It must also be noted that a few administrative positions are available at our Central Office locations and approved external worksites.

❖ How much is the pay and how is payment disbursed?

SYEP workers will earn \$7.25 per/hour for a maximum of 25 hours per week. Salaries are deposited into a debit card account set up for you by the Department of Youth and Community Development. You will receive a debit card and be able to retrieve your money from your own personal bank account.

❖ What are the SYEP hours?

NYCHA's SYEP hours are Monday through Friday from 9:00am to 3:00pm. There are no evening or weekend hours in the SYEP program.

❖ Can I attend summer school and also participate in SYEP?

Yes. However your participation in summer school must be mentioned during the registration process to ensure that your schedule accommodates both work and school.

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

No. DYCD does not require a fee for applying to SYEP. To apply for SYEP, you only need to submit a completed application either online or by hand to NYCHA. 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 and photos 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.

❖ Do I need Working Papers?

Yes. If you are selected for an SYEP position and you are under the age of 18 (as of July 1, 2009), 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, Department of

Education Regional Office, or call 311. For a list of schools and regional offices and their contact information, please visit schools.nyc.gov.

❖ 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.

❖ 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 NYCHA's Human Resources Department at 212-306-3969.

❖ How will SYEP applicants be selected?

Applicants submitting a complete application are placed into a pool for potential selection. DYCD will conduct a lottery of complete applications to determine whether applicants are offered a job. The SYEP computer system will randomly select complete applications for enrollment into the program.

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

NYCHA's Human Resources Department will contact you if you have been selected through the lottery. To ensure that you are notified, it is necessary that you provide your correct contact information (address, telephone number and email address).

❖ How do I register with the Selective Service System if I am a male 18 years or older?

Your local Post Office will have the Selective Service application. Complete and submit the application there. You may also visit the website www.sss.gov and click on registration info