



GET STARTED

SUMMER YOUTH EMPLOYMENT PROGRAM 2014

[HTTP://ILLINOISWORKNET.COM/SYEP2014](http://ILLINOISWORKNET.COM/SYEP2014)

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WHAT WE WILL COVER

- Get Set-up in Illinois workNet
 - Workforce Partners
 - Youth
- Recruiting Employers and Youth
- Enrolling Youth & Connecting to Employers



[HTTP://ILLINOISWORKNET.COM/SYEP2014](http://ILLINOISWORKNET.COM/SYEP2014)

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SYEP 2014 WEBSITE

All of the information your team and customers will need is on the SYEP website!

- Youth use the main menu navigation to apply and login at the top of the page to use tools.
- Provider partners go down to the footer, in the first column click on "SYEP Guide." All documents from this meeting, guidance and instructions, webinars, etc.. are here. You'll also login to your tools from the "SYEP Guide."

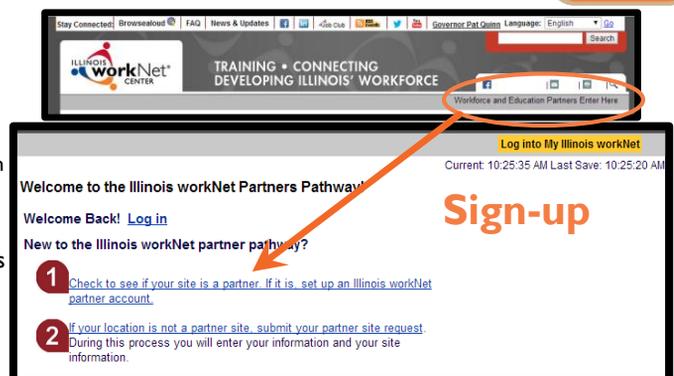


 <http://www.illinoisworknet.com/SYEP2014>

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WORKFORCE PARTNERS – FIRST STEP

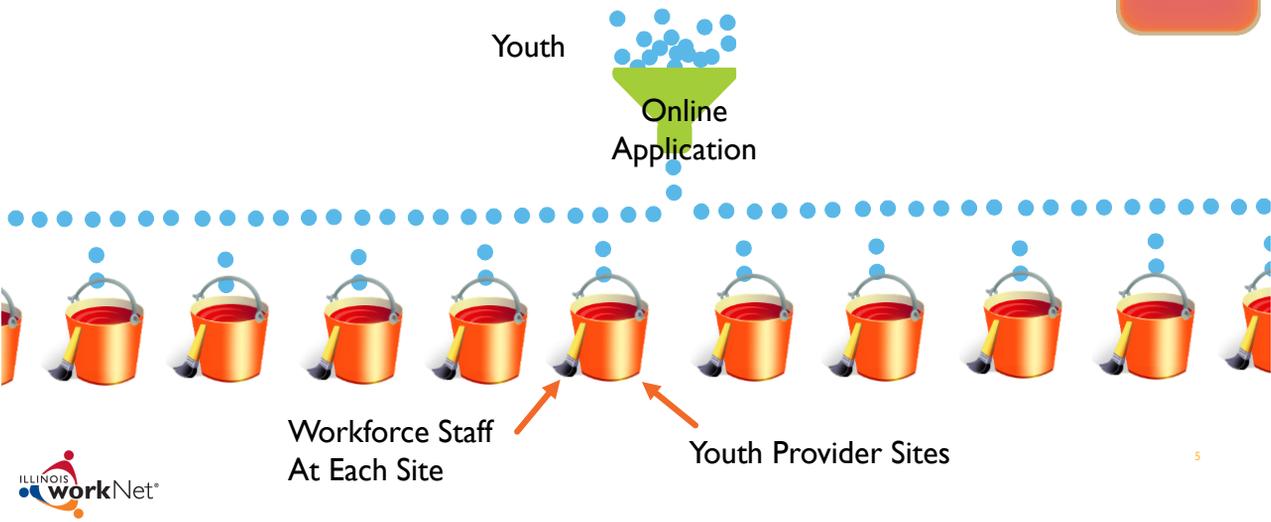
- All SYEP providers need to have their intake location(s)/contact information and staff responsible for the program, in the SYEP system.
 - Staff need to have an Illinois Workforce Partner Account.
 - www.illinoisworknet.com > Workforce and Education Partners Enter Here
- Today: Confirm intake location information and provide the names of staff who need to have access to SYEP tools.
 - We give them access to SYEP tools and send follow up emails to each staff person.
 - Need to add more after today? Contact info@illinoisworknet.com.



 **workNet**

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WHY THIS IS IMPORTANT



WORKFORCE PARTNER GUIDE

WORKFORCE PARTNER GUIDE





YOUR TOOLS

- Use the SYEP Guide as your main resource.
- To access it, click the link at the bottom of the SYEP website.



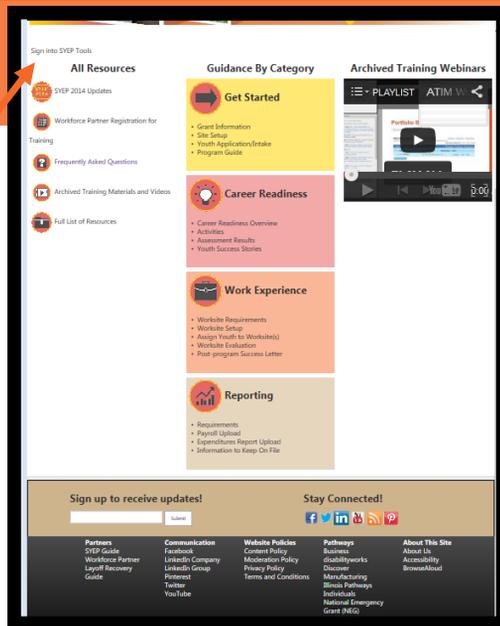
<http://www2.illinoisworknet.com/SYEP2014/Pages/SYEPguide.aspx>



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THE GUIDE

- Workforce Partners – Sign into SYEP tools at the top.
- Access all of the tools you will need in the guide.
- Resources and steps to help you through the process.



[HTTP://ILLINOISWORKNET.COM/SYEP2014](http://illinoisworknet.com/syep2014)



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THE GUIDE

- All the resources you need!
 - Check the updates for the latest news and changes.
 - Register for webinars.
 - Check the FAQ.
 - Find the Archived materials.
 - Check out the full list of resources with active links.



[HTTP://ILLINOISWORKNET.COM/SYEP2014](http://ILLINOISWORKNET.COM/SYEP2014)

All Resources



SYEP 2014 Updates



Workforce Partner Registration for

Training



Frequently Asked Questions



Archived Training Materials and Videos



Full List of Resources

**SYEP
2014**

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SYEP UPDATES

- Check this area to see if there are any new updates to the operations of this site, the dashboard, or reports.



[HTTP://ILLINOISWORKNET.COM/SYEP2014](http://ILLINOISWORKNET.COM/SYEP2014)

All Resources



SYEP 2014 Updates



Workforce Partner Registration for

Training



Frequently Asked Questions



Archived Training Materials and Videos



Full List of Resources

**SYEP
2014**

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WPP TRAINING REGISTRATION

All Resources

SYEP
2014

-  SYEP 2014 Updates
-  Workforce Partner Registration for Training
-  Frequently Asked Questions
-  Archived Training Materials and Videos
-  Full List of Resources

- Check here to register for any Workforce Professional Webinars like this one.

HTTP://ILLINOISWORKNET.COM/SYEP2014



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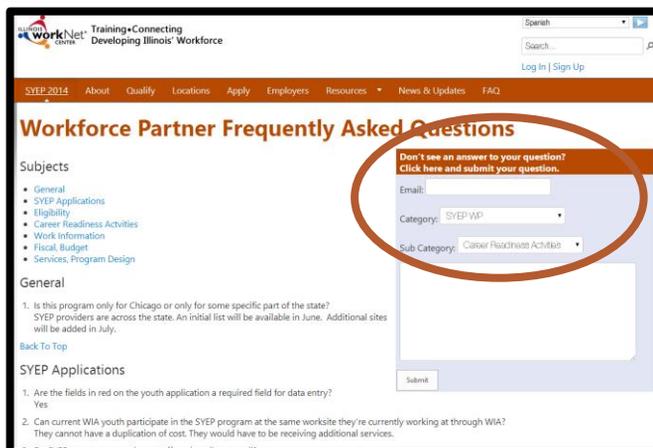
FAQ



Frequently Asked Questions

SYEP
2014

- We will add questions and answers to this area that we receive by email and from the webinars.
- Check this area first to see if someone has already asked the question you have.



workNet Training + Connecting
Developing Illinois' Workforce

SYEP 2014 About Quality Locations Apply Employers Resources News & Updates FAQ

Workforce Partner Frequently Asked Questions

Subjects

- General
- SYEP Applications
- Eligibility
- Career Readiness Activities
- Work Information
- Fiscal Budget
- Services, Program Design

General

1. Is this program only for Chicago or only for some specific part of the state?
SYEP providers are across the state. An initial list will be available in June. Additional sites will be added in July.

[Back To Top](#)

SYEP Applications

1. Are the fields in red on the youth application a required field for data entry?
Yes

2. Can current WIA youth participate in the SYEP program at the same worksite they're currently working at through WIA?
They cannot have a duplication of cost. They would have to be receiving additional services.

Don't see an answer to your question?
Click here and submit your question.

Email:

Category: SYEP WP

Sub Category: Career Readiness Activities

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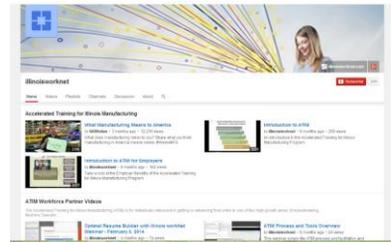
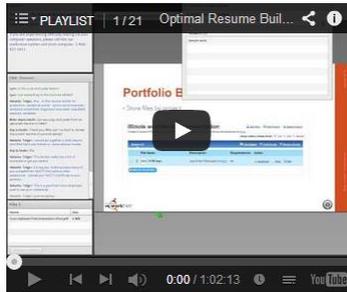


ARCHIVE

Archived Training Materials and Videos

Archived Training Webinars

- Two choices to access our recordings. Each of our webinars are recorded and stored in this area and many are on our YouTube channel.



RESOURCES



Download Resources

Instructions and Forms For Implementing SYEP 2014.

[Back to Partner Guide](#)

** indicates resources coming soon. Additional resources that are not listed will be listed as the program is implemented.

Program and Fiscal	Instructions and Presentation Materials	Career Readiness and Work Experience
<p>Resources</p> <p>Procedures Manual (PDF)</p> <p>Recruitment Materials</p> <ul style="list-style-type: none"> Application Questions (Word) (PDF) (Spanish PDF) Employer Flyer (PDF) Program Overview (PDF) Youth Flyer (English) (Spanish) <p>Intake</p> <ul style="list-style-type: none"> Family Income Determination Worksheet (English)(SpanFamily Income Worksheet in English) Online Guide Checklist (PDF) Release Form(English)(Spanish) School Lunch Program Eligibility List (Excel) ** <p>Worksite</p> <ul style="list-style-type: none"> Background Check Worksite Assessment (Word) Work Experience Program Worksite Agreement (Word) <p>Fiscal</p> <ul style="list-style-type: none"> Grantee Expenditure Report (PDF) Payroll Upload Sample (CSV) Supportive Services Document (Word) Timesheet (Excel) <p>End of Program</p> <ul style="list-style-type: none"> Youth Post-Survey (PDF)** 	<p>Resources</p> <p>Instructions</p> <ul style="list-style-type: none"> Access Applications and Update Become An Illinois workNet Partner (PDF) Dashboard Overview Move Youth To A Different Group Set Eligibility and Enrollment Status <p>Presentations in Date Order</p> <ul style="list-style-type: none"> SYEP Program Overview June 17, 2014 PowerPoint (PDF) 	<p>Resources</p> <ul style="list-style-type: none"> Career Plan Instructor Guide (PDF) Job Search Plan Instructor Guide (PDF) Violence Prevention Webinar Activity (PDF) **

- Find all of the downloadable resources you need.
 - Program & Fiscal
 - Recruitment materials
 - Intake
 - Worksites
 - Fiscal
 - End of Program
 - Instruction
 - Presentation Recordings
 - Career Readiness





GET STARTED

Get Started

- Grant Information
- Site Setup
- Youth Application/Intake
- Program Guide

Get Started

Steps and resources for getting started.
[Back to Partner Guide](#)

Details	Resources ** indicates resources coming soon
Step: Understand the SYEP Tools. Responsible Person(s): Provider Staff Description: All partner staff need to have a clear understanding of the <ul style="list-style-type: none"> SYEP requirements SYEP Tools Read guidance materials and participate in training.	Download Resources SYEP Videos and Materials Training Registration
Step: Set up SYEP Provider sites. Responsible Person(s): Provider Staff Description: Regional contacts ensure the ATM locations are correctly identified in Illinois workNet. Review map for accuracy. <ul style="list-style-type: none"> Contact information Programs offered 	SYEP Provider Location Map For corrections, contact info@illinoisworknet.com .
Step: Set Up Team Responsible Person(s): Provider Staff Description: Staff will need an Illinois workNet account. Staff need to have access to SYEP to: <ul style="list-style-type: none"> View applications Enroll youth View assessment results Set up workshes and assign youth to workshes Upload payroll and expenditure reports. Staff will be able to see youth for their location only unless there is a request for specific additional sites.	Setup an Illinois work To give additional site location with request
Step: Recruit Potential Participants and Orientation. Responsible Person(s): Provider Staff Description: Conduct your program orientation to determine whether potential candidates are interested in participating.	SYEP Website Program Overview (PDF) SYEP Youth Flyer PDF (English) (Spanish) Application questions (Word) (PDF) (Spanish) (PDF)

- Understand SYEP Tools
- Set up SYEP Provider Sites
- Set up Team
- Recruit Participants & Orientation
- Recruit Employers
- Use Dashboards
- Intake



Summer Youth Employment Program 2014

Evaluation

OUTSTANDING
 Excellent
 Very Good
 Average
 Below Average

YOUTH AGES 16-24

Youth qualify if they meet income requirements, receive a form of state assistance, or are graduates of the Lincoln ChalleNge Academy.



RECRUIT YOUTH

- Use the website and flyer
- Present Youth with an opportunity to gain experience and learn skills that are needed to enter and advance in the workforce.
 - Age appropriate job training
 - Life skills
 - Counseling
 - Work-readiness skills and
 - Supervised work experience



See Yourself in a Job This Summer

Earn money and learn job skills.

Community Youth and Summer Youth Employment Programs (SYEP) start times will vary across the state. Programs can start as early as June 1, 2014.

Enrolled youth can earn \$9/hour. The length of employment can vary from weeks to months.

Youth will work at a job and learn skills.

- Career Planning
- Resume Writing
- Training Programs
- Applying for a Job
- Workplace Skills
- Interviewing Skills
- Job Search Skills
- Personal Responsibility/Safety, Violence Awareness, and Prevention

How to qualify. Youth are between the ages of 16-24. Youth are served under any of the following programs:

- National School Lunch Program
- Workforce Investment Act (WIA)
- Food Stamps/SNAP Program
- Temporary Assistance for Needy Families (TANF)

Youth who don't meet income requirements may still qualify if they are disabled or are identified as at-risk.

Learn more and apply.

All the information you need is on the SYEP website. Visit the site to learn more, find out if programs are available in your community, and apply.

<http://www.illinoisworknet.com/syep2014>

The State of Illinois Community Youth and Summer Youth Employment Programs are brought to you by:

ILLINOIS WorkNet



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Qualify for the Summer Youth Employment Program



Two SYEP 2014 Eligibility Requirements:

1. Ages 16-24.
2. Meet **one** of the following requirements:
 - Youth with a disability
 - Lincoln's ChalleNge Academy Graduate
 - Court-involved or at-risk youth
 - Receive service from one of the following programs:
 - National School Lunch Program,
 - Workforce Investment Act (WIA),
 - Food Stamp/SNAP Program, or
 - Temporary Assistance for Needy Families(TANF)
 - Meet family income requirement



Know Before You Apply!

- If you are under 18, you will need to provide your parent or legal guardian's contact information.
- To enroll in the program, you will be required to show proof that you meet the program requirements.
- Income eligibility is determined during an in-person meeting with an assigned career advisor. You can use the chart below as a guideline based on your family size.

Family Household Income Table

Number In The Household/Family	Income
1	\$23,340.00
2	\$31,460.00
3	\$39,580.00



Questions Before You Apply?

If you have questions, refer to the FAQ or call the SYEP 2014 location nearest you (coming soon).



\$9 per hour

YOUTH & THEIR FAMILY LEARN HOW TO QUALIFY

Direct Youth to the Qualify page to discover guidelines and fill out the application.



[HTTP://ILLINOISWORKNET.COM/SYEP2014](http://illinoisworknet.com/syep2014)

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HOW IT WORKS

- Get Started
- Prepare a Career Plan
- Prepare a Job Search Plan
- Achieve your Goals
- Get Work Experience

SYEP 2014 Get Started
Apply Online
Meet Your Advisor
Complete the Pre-assessments
Complete The Program

SYEP 2014 Prepare A Career Plan
Explore Careers
Explore Training
Get Qualified

SYEP 2014 Prepare A Job Search Plan
Prepare
Find Jobs

SYEP 2014 Achieve Your Goals
Start A Job
Set Financial Goals
Skills For Success

SYEP 2014 Get Work Experience
Earn 59/ Hour
Learn Job Skills
Network For Future Jobs

**SYEP
2014**



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YOUTH APPLY ON-LINE

- All Youth must apply for the program. Select “Apply” from the main menu
 - Apply on a computer.
 - Apply on a mobile phone.
- If they were a participant last year and have an Illinois workNet account, they may just need to find out their password.
- A PDF containing the application questions is available from the web page to download and print.

SYEP 2014 About Qualify Locations **Apply** Employers Resources News & Updates FAQ

Apply Online

The program will begin as soon as June 1, 2014. The online application will be available as soon as providers are selected and the program begins. Check back and subscribe to the news on this site.

To apply for SYEP 2014, the first step is to complete the online application. If you do not have access to a computer, you can visit an SYEP provider near you. Before starting the application, review the checklist below to ensure you have the information needed on hand:

- Address,
- Phone Number,
- **ZIP Code plus four.**
- Last four digits of your Social Security Number,
- Date of Birth, and
- Demographic Information.

After completion of the online application, you will be contacted by a SYEP career advisor who will set up a time to meet and discuss the SYEP program and your application. The SYEP career advisor will provide you with a list of documents that you'll need to bring with you to validate your eligibility for the program.

By completing the application you are:

- Logging into or creating an Illinois workNet account.
- Providing information that will be reviewed by SYEP program staff to determine if you are eligible for the program.
- Allowing SYEP program staff to view information needed to meet program requirements.

To enroll in the program, you will be required to show proof that you meet program requirements. You will also need to complete an I-9 form prior to being placed at a worksite.

SYEP 2014 Application Coming Soon!

Learn More | See All Participating Providers | SYEP Application | Be a SYEP Employer | News & Updates | Frequently Asked Questions

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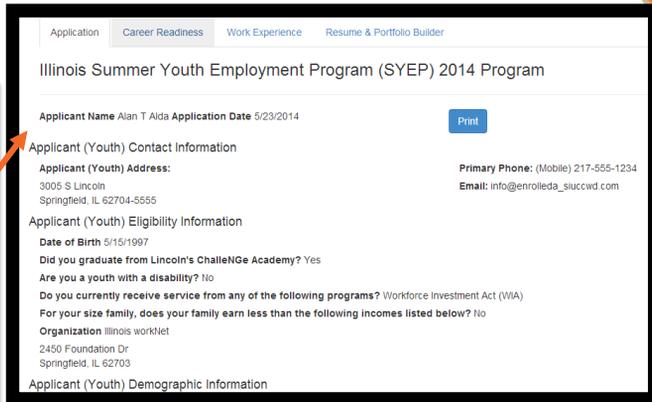


<http://www2.illinoisworknet.com/SYEP2014/Pages/Apply.aspx>



ONLINE APPLICATION – PRINT OUT

Youth can return to their account and print their application.



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<http://www.illinoisworknet.com/SYEP2014>

STAFF REVIEW APPLICATIONS

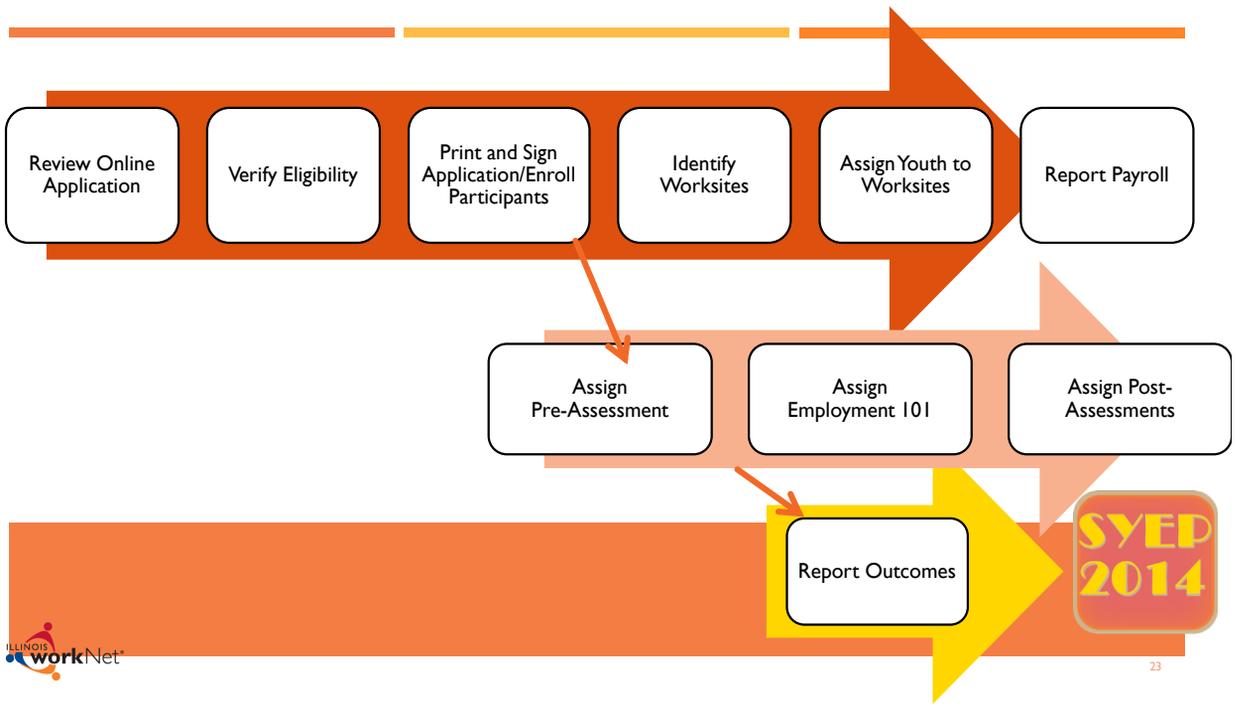
- Go to the SYEP Partner Guide.
- Log into SYEP Tools using your Illinois workNet Workforce Partner Account.



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[HTTP://ILLINOISWORKNET.COM/SYEP2014](http://illinoisworknet.com/SYEP2014)





GET STARTED: STAFF REVIEW APPLICATIONS

1. Use your dashboard to easily access a list of applications.
2. Click on profile to access the application information.
3. Verify the information and update the application as needed.
4. Set the eligibility status and enrollment status.

Eligibility Determination Status

Section	Count	Percent
Submitted	1	100%
Eligible	0	0%
Not Eligible	0	0%
Total	1	100%

Enrollment Status

Section	Count	Percent
Not Enrolled	0	0%
Enrolled	0	0%

Youth Profile

- Name: Nickabodefghijklmno
- Date of Birth: 5/27/1998
- App Submitted: 5/27/2014
- Pre-Assessment Taken: 12% on 5/27/2014
- Post-Assessment Taken: 75% on 5/27/2014



RECRUIT EMPLOYERS

- Helping young adults get job experience is
 - Good for business,
 - Good for Youth, and
 - Good for your community.
- Extra summer help paid for through the program.

<http://www2.illinoisworknet.com/SYEP2014/Pages/Employers.aspx>



[HTTP://ILLINOISWORKNET.COM/SYEP2014](http://ILLINOISWORKNET.COM/SYEP2014)

SYEP 2014 Building Illinois' Workforce

What is the program?
The Illinois Department of Commerce and Economic Opportunity and Illinois Department of Human Services are sponsoring the Illinois Summer Youth Employment Program (SYEP). SYEP 2014 promotes employment and training opportunities for youth through a summer employment program that focuses on:

- Work Experiences
- Career Exploration
- Job Readiness
- Personal Responsibility

Why participate?
Helping young adults get job experience is good for business, good for youth, and good for your community.

Starting June 2014
Plus, you can hire extra summer help that is paid for through the program.

Things To Know
The SYEP participant's employment cannot:

- ✓ displace all or a portion of a current employee's hours
- ✓ impair existing contract for services or collective bargaining
- ✓ replace the work of employees who have experienced layoffs.

Supervisor background checks and a worksite agreement are required to ensure safety and security of youth.

Learn More
Get connected to a SYEP 2014 grant recipient to get details.

Go to www.illinoisworknet.com/SYEP2014

2014

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EMPLOYER GUIDELINES



[HTTP://ILLINOISWORKNET.COM/SYEP2014](http://ILLINOISWORKNET.COM/SYEP2014)

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SET UP A WORKSITE

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Dashboard Youths Employers Placements

Employers **Add Employer**

Add Employer

Name * Goodwill

Main Phone # * 217-555-1212

Alternate Phone # Alternate Phone #

Is this a worksite? Check if yes.

Projected Part Time Placements * 4

Projected Full Time Placements * 2

Supervisor Background Checks Complete Yes No

Supervisor Background Check Date 06/27/2014

Worksite Agreement is in Place Yes No

Worksite Agreement Date 06/27/2014

Address Line 1 * 123 Main

Address Line 2 *

Workforce Partner Tools: Employer Tab

1. Select Add Employer to add a worksite for your organization.
2. Enter the employer information and save.
3. View the employers in a list. Select the employer name to view details or update their information.

3

Dashboard Youths Employers Placements

Employer List

[Add Employer](#)

Employer Name	Worksites	Contacts	Projected P/T Openings	Projected F/T Openings	P/T Placements	F/T Placements
Goodwill	1	1	4	2	0	0



NEXT STEPS



- Review, update, and turn in the Grantee Information Sheet.
- Make sure your location is setup as an Illinois workNet Partner.
- Begin recruiting Youth and Employee Partners
- Plan to attend upcoming webinars.

- Upcoming Items (Additional webinars and dates may be added.)
 - Get Started – July 1 @ 1PM (SYEP Partners)
 - Career Readiness – June 18 & July 1 @ 2:30PM (SYEP Partners)
 - Youth Work Experience – June 19 & July 2 @ 1PM (SYEP Partners)
 - Program Reports & Payroll – June 19 & July 2 @ 2:30PM (SYEP Partners)
 - Violence Prevention Webinar – June 25 1PM & July 8th 2PM (SYEP Youth and Partners)
 - Technical Assistance Webinars – June 25 & July 2, 9, 16, 30 & August 13, 20 10:30-11AM (SYEP Partners)

Sign into SYEP Tools

All Resources


-  SYEP 2014 Updates
-  Workforce Partner P...
- Training
 -  Frequently Asked Questions
 -  Archived Training Materials and Videos
 -  Full List of Resources

THANK YOU FOR YOUR TIME

Please forward additional questions to
info@siuccwd.com.



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QUESTIONS



- Email: info@illinoisworknet.com

