

GET STARTED

SUMMER YOUTH EMPLOYMENT PROGRAM 2014



WHAT WE WILL COVER

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





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."

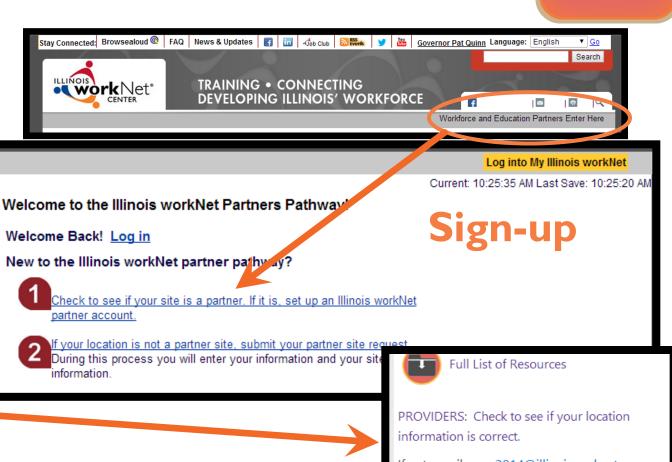


WORKFORCE PARTNERS – FIRST STEP

- 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
- 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.

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If not, email syep2014@illinoisworknet.com.



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.

Partners SYEP Guide Workforce Partner Layoff Recovery Guide

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





THE GUIDE

- Workforce Partners Sign into SYEP tools at the top. YOUTH do not have access here.
- Access all of the tools you will need in the guide as a workforce partner.
- Resources and steps to help you through the process.





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.

All Resources



SYEP 2014 Updates



Workforce Partner Registration for

Training



Frequently Asked Questions



Archived Training Materials and Videos



Full List of Resources





SYEP UPDATES

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

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





WPPTRAINING REGISTRATION

SYEP 2014 Updates

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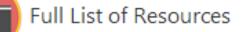
Training

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

All Resources

Frequently Asked Questions

Archived Training Materials and Videos



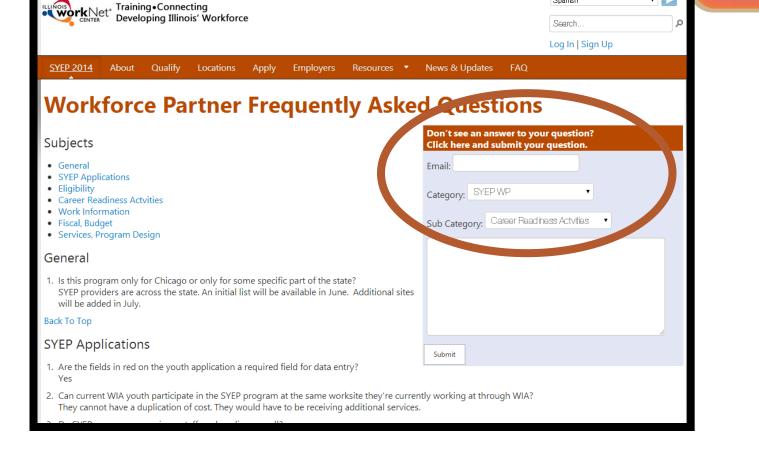




FAQ

Frequently Asked Questions

- 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.



Spanish

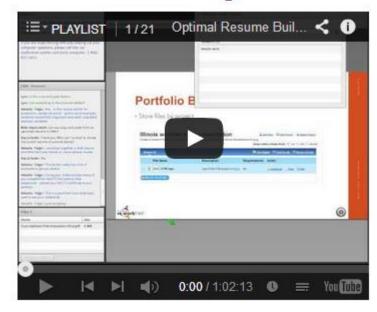
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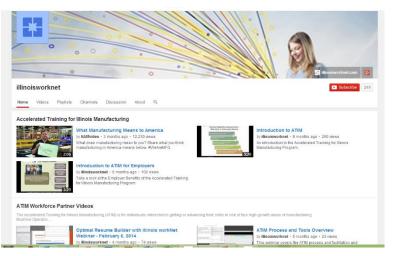
ARCHIVE

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



Archived Training Webinars





https://www.youtube.com/user/illinoisworknet



RESOURCES

- Find all of the downloadable resources you need.
 - Program & Fiscal
 - **Recruitment** materials
 - Intake
 - Worksites
 - **Fiscal**
 - End of Program
 - Instruction

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Presentation Recordings

Career Readiness

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

Procedures Manual

- DCEO Procedures Manual (PDF)
- DHS Procedures Manual (PDF)

Recruitment Materials

- Application Questions (Word) (PDF) (Spanish PDF)
- Employer Flyer (PDF)
- Program Overview (PDF)
- Youth Flyer (English) (Spanish)

Eligibility and Enrollment

- DCEO Family Income Determination Worksheet (English)(Spanish)
- DCEO Release Form(English)(Spanish) School Lunch Program Eligibility List (PDF)

Worksite

- Background Check
- DCEO Worksite Assessment (Word)
- DCEO Work Experience Program Worksite Agreement (Word)

Fiscal

Worksite

- Background Check
- DCEO Worksite Assessment (Word)
- DCEO Work Experience Program Worksite Agreement (Word)

Fiscal

- DCEO Grantee Expenditure Report (Excel) (PDF)
- Payroll Upload Sample (CSV)
- DCEO Supportive Services Document (Word)
- DCEO Timesheet (Excel)
- DHS FY15 CYEP Program and Spending Plan (Word)

End of Program

Youth Post-Survey (PDF)**

Instructions and Resources

Instructions

- Access Applications and Update (PDF)
- Become An Illinois workNet Partner (PDF)
- Dashboard Overview (PDF)
- Help Youth Recover Their Illinois workNet Username and Password (PDF) How To Access SYEP Partner Guide for
- Instructions, Resources, and Tools (PDF)
- Move Youth To A Different Organization (PDF)
- Set Eligibility and Enrollment Status (PDF) Youth: How To Access Your Employment
- 101 Guide (PDF) · Youth: How To Access Your Pre-
- assessment (PDF) · Youth: How To Access Your Post-
- Assessment (PDF)

Other Resources

- Career Plan Instructor Guide (PDF)
- Employment 101 Guide
- Job Search Plan Instructor Guide (PDF)
- Pre/Post-assessment Overview (PDF)
- Violence Prevention Webinar Activity (PDF)

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- Career Plan Instructor Guide (PDF)
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- Job Search Plan Instructor Guide (PDF)
- Pre/Post-assessment Overview (PDF) Violence Prevention Webinar Activity (PDF)

Reporting Webinar June 19, 2014 (PDF) Work Experience Webinar June 19, 2014

 Career Readiness Webinar June 18, 2014 (PDF)

Violence Prevention and Awareness

Presentation June 19, 2014 (PDF)

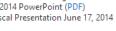
- Get Started Webinar June 18, 2014 (PDF)
- Illinois workNet SYEP Program Overview June 17, 2014 PowerPoint (PDF)
- DCEO Fiscal Presentation June 17, 2014 (PDF)
- DCEO Summer Youth Employment Program Prezi June 17, 2014 (PDF)





(PDF)

presentations are listed first.)





Presentations in Date Order (The most recent

Presentations

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.	Download Resources
Responsible Person(s): Provider Staff	SYEP Videos and Materials Training Registration
Description: All partner staff need to have a clear understanding of the • SYEP requiements • SYEP Tools Read guidance materials and participate in training.	
Step: Set up SYEP Provider sites.	SYEP Provider Location Map
Responsible Person(s): Provider Staff	For corrections, contact info@illinoisworknet.com.
Description: Regional contacts ensure the ATIM locations are correctly identified in Illinois workNet. Review map for accurate: • Contact information • Programs offered	 Understand SYEP Tools Set up SYEP Provider Sites Set up Team
Step: Set Up Team Responsible Person(s): Provider Staff Description: Staff will need an Illinois workNet account. Staff need to have acces to SYEP to: • View applications • Enroll youth • View assessment results • Set up worksites and assign youth to worksites • 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 Recruit Participants & Orientation Recruit Employers Use Dashboards Intake
Step: Recruit Potential Participants and Orientation.	SYEP Website
Responsible Person(s): Provider Staff	Program Overview (PDF)
Description: Conduct your program orientation to determine whether potential candidates are interested in participating.	SYEP Youth Flyer PDF (English) (Spanish) Application questions (Word) (PDF) (Spanish PDF)

14



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,

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- Counseling,
- Work-readiness skills and
- Supervised work experience.





May 23, 2114 (m) 10

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 inperson 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*).





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YOUTH & THEIR FAMILY LEARN HOW TO QUALIFY

Direct Youth to the Qualify page to discover guidelines

and fill out the application.



HOW IT WORKS

Get Started

ILLINOIS

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

HTTP://ILLINOISWORKNET.COM/SYEP2014





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 youth was a participant last year, have an Illinois workNet account, they may just need their password.

SYEP 2014 About Qualify Locatic

nployers Resources 🔹 News & Updates FAQ

YOUTH

To be eligible for the program the y following eligibility requirements: 1

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APPLY

Apply Online

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

Apply

To apply for SYEP 2014, the first step is to complete the online application. If you do not have access to **HERE** 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.

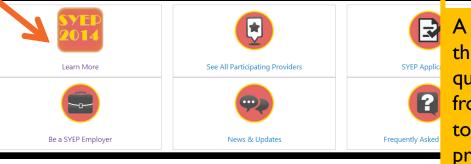
After completion of the online application, you will be contacted by a SYEP career advisor who will set up a time to meet and discuss the SYEP program and your application. The SYEP career advisor will provide you with a list of documents that you'll need to bring with you to validate your eligibility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

If you are under the age of 18, you will need to provide your parent or legal guardian's contact information.



A PDF containing the application questions is available from the web page to download and print.

Click here to complete the Community and

Summer Youth Employment Program

Application.

- National Sonce Lunch Program, 5 -> Mondose Investment Aut, 5 -> Food Stamp - SNAP Program, 5 -> Temportary Assistance for Needy Families, 5 -> Temportary Assistance for Needy Families, 5 -> Family Income is below 200% of the Pederal Powerly Level (FPL), 5



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

ONLINE APPLICATION – PRINT OUT

Youth can return to their account and print their application.



Career Readiness

Work Experience

Resume & Portfolio Builder

Application

http://www.illinoisworknet.com/SYEP2014

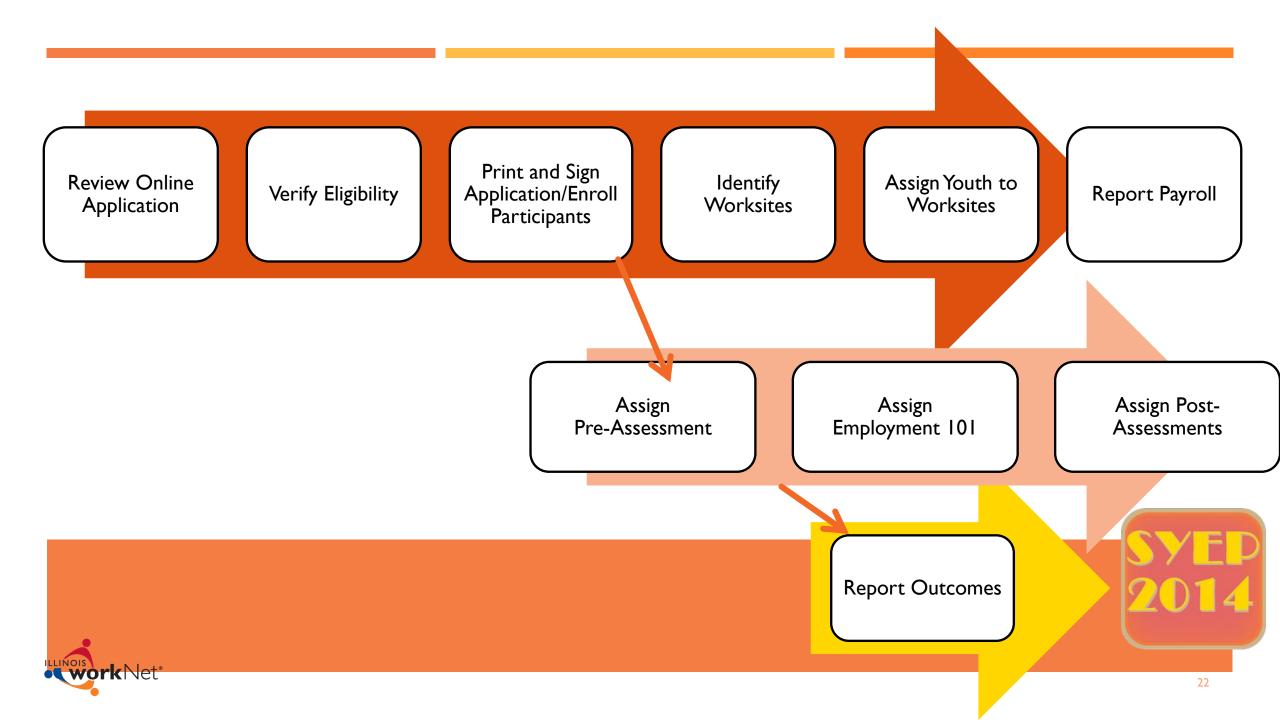


STAFF REVIEW APPLICATIONS

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







GET STARTED: STAFF REVIEW APPLICATIONS

- I. 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.



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		Enrollment Status						
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		Post-Assessment						
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l Eligible O	9					Springlield Urban League 100 N. 11lh St. Springlield, IL 62703		
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ollment Status					Pre-Assessment Taken: 20% on 6/18/2014			
clion	Count	Percent	Loss Rale Pass Rale		Post-Assessment Taken: 88% on 6/18/2014			
Enrolled	3	60%			Help Youth Recover Password			
led	2	40%			Lindellis and Landmont			
lined Offer	0	0%			Eligibility and Enrolment			
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Suitable								
o not enroll at this time	0	O%			Enrolment Status	23		

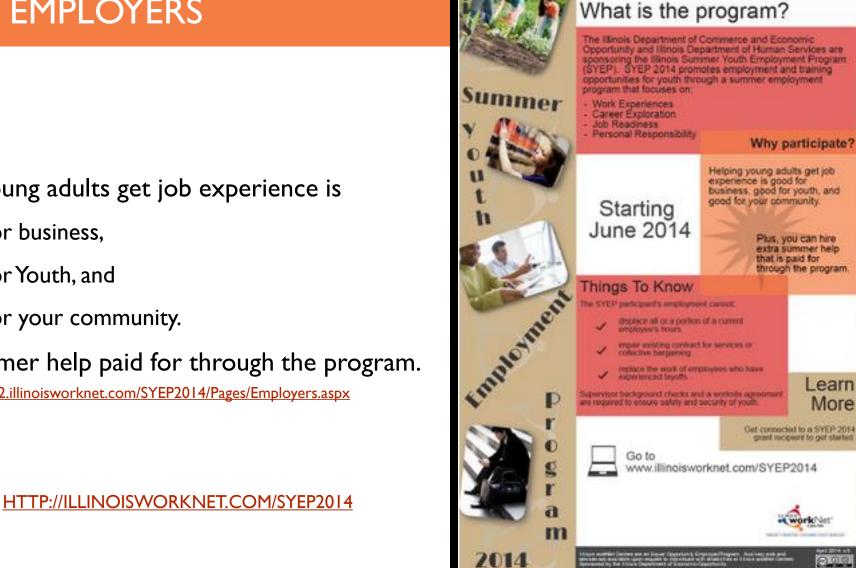
RECRUIT EMPLOYERS

- Helping young adults get job experience is
 - Good for business,
 - Good for Youth, and

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- Good for your community.
- Extra summer help paid for through the program.

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





Building Illinois'

Workforce

Learn

More



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 the safety and security of youth.

EMPLOYER GUIDELINES



SET UP A WORKSITE

Dashboard Youths Employers Placement	S
Employers Add Employer	
2	Add Employer
Name *	Goodwill
Main Phone # *	217-555-1212
Alternate Phone #	Alternate Phone #
Is this a worksite? Check if yes.	V
Projected Part Time Placements *	4
Projected Full Time Placements *	2
Supervisor Background Checks Complete	Yes
	◎ No
Supervisor Background Check Date	iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
Worksite Agreement is in Place	● Yes ◎ No
Worksite Agreement Date	_
Address Line 1*	123 Main Street
Address Line 2	Address Line 2

Net®

Workforce Partner Tools: Employer Tab

- I. 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.

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) Add Employer
		Search:			page	50 v records per
s F/T Placement	P/T Placements	Projected F/T Openings	Projected P/T Openings	Contacts	Worksiles	Employer Name
0	0	0	2	1	1	Dreams Unlimited
0	0	0	2 2	1	2	Pollock's Pineapples
0	0	5	3	0	1	Recycling Center
0	0	2	5	1	1	Telger Tools
	-				1	

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.



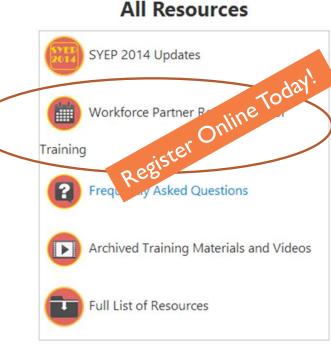
Sign into SYEP Tools

Upcoming Items (Additional webinars and dates may be added.)

- Career Readiness July I @ 2:30PM (SYEP Partners)
- Youth Work Experience July 2 @ IPM (SYEP Partners)
- Program Reports & Payroll July 2 @ 2:30PM (SYEP Partners)
- Violence Prevention Webinar July 8th 2PM (SYEP Youth and Partners)
- Technical Assistance Webinars July 2, 9, 16, 30 & August 13, 20 10:30-11AM (SYEP Partners)

THANK YOU FOR YOUR TIME

Please forward additional questions to info@siuccwd.com.







QUESTIONS



Email: info@illinoisworknet.com





