

Summer Youth Employment Program



Summer Youth Employment Program



Reports

Illinois workNet
Participant and work site
reports available in workNet
REVIEW REPORTS REGULARLY!!!

DCEO Reports
DCEO Status Report
Trial Balance

Work Experience

Employment Modules

- A. Educational Career Pathway Projects for In-School Youth (14-16)
- B. Work Experience Projects for In-School Youth (16-21)
- C. Work Experience Projects for Out-of-School Youth (16-24)
- D. Community Gardens for Eligible Youth (14-24)

Target Careers

Agriculture, Food & Natural Resources;
Architecture & Construction;
Arts;
Audio/Video Technology & Communications;
Business Management & Administration;
Education & Training;



Finance; Target Careers
Government & Public Administration;
Health Science;
Hospitality & Tourism;
Human Services;
Information Technology;
Law, Public Safety, Corrections & Security;
Manufacturing; Marketing;
Science, Technology, Engineering & Mathematics; and
Transportation, Distribution & Logistics.



Employment Modules

A. Educational Career Pathway Projects for In-School Youth (14-16)

B. Work Experience Projects for In-School Youth (16-21)

C. Work Experience Projects for Out-of School Youth (16-24)

D. Community Gardens for Eligible Youth (14-24)

Target Careers

Agriculture, Food & Natural Resources;
Architecture & Construction;
Arts;
Audio/Video Technology & Communications;
Business Management & Administration;
Education & Training;



Finance; Target Careers
Government & Public Administration;
Health Science;
Hospitality & Tourism;
Human Services;
Information Technology;
Law, Public Safety, Corrections & Security;

Manufacturing; Marketing;
Science, Technology, Engineering & Mathematics; and
Transportation, Distribution & Logistics.



Youth Eligibility

Eligible Youth Participants

Eligible participants are youth ages 14-24 who are served under one of the following programs:

- National School Lunch Program
- Workforce Investment Act
- Food Stamps / SNAP Program
- Temporary Assistance for Needy Families
- Court-involved or at-risk youth, or
- Family income does not exceed 200% of the Federal Poverty Level (FPL)

Additional Requirements

- Illinois residency
- Completion of an I9 Form: <http://www.uscis.gov/files/form/i-9.pdf>
- If the participant is 14-15 years old they must have a work permit before enrolling in work experience.

New Application Summary

Illinois Summer Youth Employment Program (SYEP) 2013 Application

Applicant Name (Last, first, middle)
Applicant Home (Street name, street number)

Applicant (Youth) Contact Information

Applicant (Youth) Address Phone 1 (Type: 000-000-0000)
Applicant (Youth) City Phone 2 (Type: 000-000-0000)
Applicant (Youth) State Email (Email address)
Applicant (Youth) ZIP Code E-mail (Last, first, middle, initials, first, last)

Applicant (Youth) Eligibility Information

Date of Birth (MM/DD/YYYY) Is the applicant born in the United States? (Yes/No)
Do you currently receive services from any of the following? (If selected, specify)
For your youth, do you plan to work this summer? (If selected, specify) (Yes, No, N/A)
Specify the organization that you will be working with this summer. (optional, not required)

Applicant (Youth) Demographic Information

Race/Ethnicity (Select all that apply) Ethnicity (If selected, not required)
Social Security Number (Last 4) (Last only) (9999)
HS or GED (Selected response) Other Demographic (If selected, not required)
Marital Status (Selected response)
Citizenship (Selected response)
Grade Type (Selected response)

Parent/Legal Guardian Contact Information:

Parent Phone 1 (Type: 000-000-0000)
Parent City Phone 2 (Type: 000-000-0000)
Parent State Email (Email address)
Parent ZIP Code

The information provided is accurate _____ Applicant Signature and Date _____ Legal Guardian Signature and Date _____

The information provided is accurate and has been verified with relevant records _____ Provider Signature and Date _____

Eligible Youth Participants

Eligible participants are youth ages 14-24 who are served under one of the following programs:

- National School Lunch Program
- Workforce Investment Act
- Food Stamps / SNAP Program
- Temporary Assistance for Needy Families
- Court-involved or at at-risk youth, or
- Family income does not exceed 200% of the Federal Poverty Level (FPL)

Additional Requirements

- Illinois residency
- Completion of an I9 Form:
<http://www.uscis.gov/files/form/i-9.pdf>
- If the participant is 14-15 years old they must have a work permit before enrolling in work experience.

Illinois Summer Youth Employment Program (SYEP) 2013 Application

Application Date: (Submit timestamp)

Applicant Name: (First Name) (Middle Initial) (Last Name)

Applicant (Youth) Contact Information:

Applicant (Youth) Address: (Address line 1) (Address line 2) (City), IL (ZIP Code)
Phone 1: (Type) (999-999-9999)
Phone 2: (Type) (999-999-9999)
Email: (email address)
Facebook Link/Address: (Youth's Facebook URL)

Applicant (Youth) Eligibility Information:

Date of Birth: (MM/DD/YYYY) Did you graduate from Lincoln's ChalleNGe Academy? (Yes, No)
Do you currently receive service from any of the following? (List selected services)
For your family size, does your family earn less than the following incomes listed below? (Yes, No, N/A)
Select the organization that you will be working with this summer: (selected response)

Applicant (Youth) Demographic Information:

Gender: (selected response) Ethnicity: (list selected responses)
Social Security Number (Last 4 digits only): (9999)
Military Status: (selected response) Other Demographics: (list selected responses)
Disability Status: (selected response)
Education: (selected response)
Family Type: (selected response)

Parent/Legal Guardian Contact Information:

Address: (Address line 1) (Address line 2) (City), IL (ZIP Code)
Phone 1: (Type) (999-999-9999)
Phone 2: (Type) (999-999-9999)
Email: (email address)

The information provided is accurate: _____
Applicant Signature and Date Legal Guardian Signature and Date

The information provided is accurate and has been verified with physical evidence: _____
Provider Signature and Date

Program Requirements

Case Management and Supportive Services

Case Management

Intake
Job Assessment
Job Placement
Work Readiness
Career Education
Supportive Service Assessment
Follow-up
Referral

Supportive Services

Transportation Assistance
Day Care
Work Clothes
Tools and Supplies (relevant)
Must use Supportive Service Form

No Promotional items allowed

Work Readiness

www.illinoisworknet.com

Required:

Pre-Test
Post-Test
Learning Activities

Success is score of 70
or higher on post-test

Activities:

Exploring Careers and Training
Financial Literacy
Workplace Skills
Job Search Skills
Resume Writing
Applying for a Job
Interviewing Skills
Personal Responsibility/Safety Violence
awareness and prevention

Career Education/ Illinois Pathways

Training:

Courses
Work-Based Learning
Credentials/Assessments
Field Trips and Guest Speakers MUST
be relevant to career component

Targeted Careers

16 Nationally recognized clusters
Resource - Illinois Pathways -
www.illinoispathways.com
www.ilprogramsofstudy.org

Program Steps

Grantee must have administrative and fiscal capacity to:

- 1) Recruit eligible youth participants
- 2) Recruit quality work sites
- 3) Assess youth for proper work site placement
- 4) Provide supportive services and case management
- 5) Monitor work site
- 6) Provide work readiness pre and post test and activities
- 7) Timely and accurate payroll -Required Youth Wage Timesheet
- 8) Provided reports

Case Management and Supportive Services

Case Management

Intake

Job Assessment

Job Placement

Work Readiness

Career Education

Supportive Service Assessment

Follow-up

Referral

Supportive Services

Transportation Assistance

Day Care

Work Clothes

Tools and Supplies (relevant)

Must use Supportive Service Form

No Promotional items allowed

<http://www.mass.gov/dcf/csa-job-description.html>

Work Readiness

www.illinoisworknet.com

Required:

Pre-Test
Post-Test
Learning Activities

Success is score of 70
or higher on post-test

Activities:

Exploring Careers and Training
Financial Literacy
Workplace Skills
Job Search Skills
Resume Writing
Applying for a Job
Interviewing Skills
Personal Responsibility/Safety Violence
awareness and prevention

Career Education/ Illinois Pathways

Training:

Courses

Work-Based Learning

Credentials/Assessments

Field Trips and Guest Speakers **MUST**
be relevant to career component

Targeted Careers

16 Nationally recognized clusters

Resource - Illinois Pathways -

www.illinoispathways.com

www.ilprogramsofstudy.org

http://www.lis.gov/ooib/healthcare/Registered_nurses.htm

Program Steps

Grantee must have administrative and fiscal capacity to:

- 1) Recruit eligible youth participants
- 2) Recruit quality work sites
- 3) Assess youth for proper work site placement
- 4) Provide supportive services and case management
- 5) Monitor work site
- 6) Provide work readiness pre and post test and activities
- 7) Timely and accurate payroll -Required Youth Wage Timesheet
- 8) Provided reports

Allowable Cost

Youth Wages

- Minimum 70% of grant
- \$9.00 hour wage
- Include FICA and Workers

Compensation

- Includes Work Readiness hrs

Program Services

- Maximum 20% of grant
- Youth case management
- Work site management
- Supportive services

Contractual

- Contracted services for example training services

Other

- Cost that do not fit in the other categories - Explain

Administration

- Maximum 10%
- Fiscal and Executive Function

Worksite Agreement

General Guidelines

Worker Trainee can not:

- Replace existing employ
- Reduce existing employees hour
- Replace layoff employees
- Impair existing contracts

Monitoring

- Grantee must monitor work site
- Work site assessment included in manual

- Work site agreement is provided in the manual.
- Employers and all related work sites must be entered in Illinois workNet
- Supervisor background checks are required for all supervisors of youth including employer supervisors and youth supervisors.
www.familywatchdog.com is to be used for background checks.

Reports

Illinois workNet

Participant and work site
reports available in workNet
REVIEW REPORTS REGULARLY!!!

DCEO Reports

DCEO Status Report
Trial Balance