



960 James Street, Syracuse, New York 13203

315-477-6909

www.cnyworks.com

What is the Summer Youth Employment Program?

The Summer Youth Employment Program provides job opportunities and/or work readiness for eligible, Onondaga County youth, aged **14–20**.

By participating in this program, you will have a chance to:

- Earn money,
- Learn about financial literacy,
- Gain experience on the job,
- Secure a reference for future employment and
- Develop skills, attitudes and commitment necessary for future job opportunities.

How do I know if I am eligible to participate in the Summer Youth Employment Program?

You are eligible for the Program if you are at least 14 years old by May 1, 2017, and no more than 20 years old, **AND EITHER 1 or 2 (below) applies to you:**

1. A member of a family/household whose income falls below the amount shown for your family/household size:

Family Size	Annual Income	Family Size	Annual Income
1	\$24,120	6	\$65,920
2	\$32,480	7	\$74,280
3	\$40,840	8	\$82,640
4	\$49,200	9	\$91,000
5	\$57,560	10	\$99,360

2. A member of a family that receives any one of the following types of assistance:

- | | |
|---|-------------------------------|
| <input type="checkbox"/> Family Assistance | <input type="checkbox"/> SSI |
| <input type="checkbox"/> SNAP (Food Stamps) | <input type="checkbox"/> HEAP |
| <input type="checkbox"/> Medicaid | |

I'd like to get into the Summer Youth Employment Program, and it sounds like I'm eligible, what should I do?

1. Complete the attached program eligibility forms. These forms are also available at CNY Works, in local high schools, on the home page of CNY Works' website (www.cnyworks.com), and at other community organizations.
2. Once you have filled out your forms you should return them to CNY Works in one of the following ways:
 - Drop them off at CNY Works during our business hours: 8:00 AM – 5:00 PM Monday through Friday, or 8:00 AM – 8:00 PM on Tuesdays. We are located at 960 James Street, Syracuse, NY 13203 (Directly across from Bryant & Stratton)
 - Mail them to CNY Works. Please address your envelope as it is written below:

CNY Works
Attn: Youth Department
960 James Street
Syracuse, NY 13203

- Fax them to CNY Works. Our fax number is **315-477-6995**.

3. If you are currently in school, you must attach a recent report card.

If I am eligible does that mean I am guaranteed to get a job through the Summer Youth Employment Program?

Unfortunately, no. There are always many more youth who want jobs than we can support. This year we expect 450 of you to get jobs through the Summer Program, even though there will be more than 1000 of you hoping for a job. Therefore, we encourage you to look for other jobs, on your own, too.

Is there anything I can do to help myself get one of these jobs?

1. Get your paperwork into CNY Works as early as possible.
2. Come to **every** appointment on time and prepared.

What happens after I complete and return my Summer Youth Employment Program forms?

If you are selected, you will be invited to participate in 2 training sessions – Work Readiness and Financial Literacy - at CNY Works. Each training session will be approximately 1-and-a-half hours long, and you must complete **both sessions** before you will be placed into a summer job. Remember that each training session will give you a chance to show that you are responsible, serious and ready to have a job. Always be on time, cooperative and treat other participants and staff members with respect.

Is there anything else I must do?

1. If you move or your phone number changes, you must contact us **immediately** at 315-477-6909.
2. If you are between the ages of 14 – 17, you must have working papers.
 - If you are 14-15 years old, you will need to obtain *blue* working papers
 - If you are 16-17 years old, you will need to obtain *green* working papers

Where may I get my working papers?

- If you are in school, you may get your working papers from your school's Guidance Office.
- If you are **not in school**, and **live in the City of Syracuse**, you may get working papers from the Syracuse City School District Central Office, 725 Harrison Street, Syracuse, NY 13210; telephone: 315-435-4499.
- If you are **not in school**, and **live outside the City of Syracuse**, you may get your working papers from your home school district's central office.

If I am placed into a summer job, when will I work?

Summer jobs are generally six weeks long, and most will start on or around Monday, July 10, 2017, and end on or around Friday, August 18, 2017.

How much will I be paid and how many hours will I work?

You will be paid New York State minimum wage which is currently \$9.70/hour, and will work up to 25 hours per week.

I still have questions, who should I contact?

If you have additional questions, please contact CNY Works' Youth Services at 315-477-6909. If nobody answers, please leave your **name and a phone number**, and someone will get back to you within the next business day.

Remember to speak slowly and clearly in leaving a voice message.

What if I am 21-24 years old and not currently in high school or college?

If you are 21-24 years old and are not currently in high school or college, we invite you to attend a CNY Works orientation workshop. Orientation workshops take place **every Wednesday at 9:00 AM, 11:00 AM, 1:00 PM and 3:00 PM**. You do not need an appointment; you may attend at the time most convenient for you. Immediately following the orientation workshop, you will meet with a staff member to discuss how CNY Works can assist you with your career goals.

CNY Works, Inc.
2017 Summer Youth Employment Program
960 James Street, Syracuse, New York 13203
Phone: 315-477-6909
Fax: 315-477-6995

Personal Information:

First Name _____ Last Name _____

Social Security # _____ Date of Birth _____ Age _____

Address _____ Apt _____ City _____

State _____ Zip _____

Phone Number _____ Alternate Phone _____

Email Address _____

Are you a United States Citizen?

Yes No

If NO, are you eligible to work in the United States?

Alien Registration Number: _____

INS Form Number: _____

Date of entry into the United States: _____

If you are a **male** 18 years of age or older, did you register for the Selective Service?

Yes Registration Number: _____

No

Education Status:

Are you attending school right now?

Yes No

If Yes, Name of School _____

Current Grade _____

If No, highest grade completed _____

Do you have a GED/HSE or HS Diploma?

Yes No

Employment Record

Are you employed now? Yes No If you have ever been employed please list the information below:

Business Name _____ Dates Worked _____ to _____

Job Title _____ Reason for leaving _____

Have you ever participated in the Summer Youth Employment Program? Yes No

How many times _____

Name an organization you would want to work for that you could easily get to everyday this summer?

***This does not mean you will be placed there.

This question just gives us a better idea of the types of places you would enjoy working***

Household & Income Information

Does any member of your household, including yourself, receive any of the following?

Program	Circle Yes or No	
Family Assistance/Safety Net	YES	NO
SNAP	YES	NO
SSI (Supplemental Security Income)	YES	NO
Medicaid	YES	NO
HEAP	YES	NO

If you do not currently receive one of the programs listed above, please tell us about any income of your family members. Include the gross income (income before taxes and deductions) of each family member who lives with you. Family members include your mother, father, stepmother, stepfather, any brothers or sisters (including half-siblings) who are under 18 years of age (or 18 and in secondary school). If you have a child of your own, you should include that child. List all sources of gross income, including wages, social security benefits, public assistance benefits, child support, alimony, etc.

Name	Relationship	Income Source	Yearly Amount

Total yearly income: _____

Why are you applying for the summer youth employment program?

The following questions are voluntary. Information will be kept confidential and is intended for use solely in connection with record keeping and affirmative action requirements, and to determine program eligibility. You will not be penalized for refusal to answer.

Ethnic Group: African American Caucasian Hispanic Asian/Pacific Islander
 Native American/Alaskan Other: _____

Disability: Physical Mental

Pregnant or Parenting Teen Foster Child Homeless/Runaway/Shelter Resident
 A school dropout English as a new language

Any Special Needs or Required Accommodations? Yes No If yes, please Explain_____

Have you been subject to the juvenile or adult justice system? Yes No

How do you plan to get to work every day this summer?

When will you be available for work? Anytime Morning Afternoon

At this point, do you believe you will be participating in summer school? Yes No

Do you currently have an IEP or 504 plan? Yes No

List the dates for any vacations or times that you will be out of town in July or August?

Authorization for the release of information: I hereby authorize CNY Works to request, obtain, and verify information for the purpose of determining program eligibility, employability assessment and program follow-up from the following sources: Medical, Vocational, Educational, Employment NY State Dept. of Labor Unemployment Insurance, Onondaga County Department of Social Services, and other agencies.

I agree that CNY Works may use such photographs or video of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

Certification: My signature below indicates that I have been informed of and understand the eligibility information provided on the family income form, and certify that it is true and correct and subject to verification. I understand that falsification is grounds for termination and may result in action to recover any monies paid to me while participating in the program

Youth Signature: _____ Date: _____

Parent/Guardian, If under 18: _____ Date: _____

REMINDER!!

Please make sure you attach a report card if you are currently in school and your parent/guardian signs off on your forms if you are under 18 years of age!

Recent Report Card

If you are under 18 your parent or guardian must sign the forms