

Worksites are offered throughout Niagara County

What is the Summer Youth Employment Program?

The Summer Youth Employment Program is a **TANF** funded program that provides Niagara County youth ages 14-20 with summer work experiences through subsidized placements in the private and government sectors. To be eligible for the program, you must be at least 14 years old by May 21, 2018 and cannot be older than 20 on August 18, 2018. Your family must also meet the following income guidelines*:

| Family Size | Annual Income | Family Size | Annual Income | <i>For families / households with more than 10 persons, add \$8,640 for each additional person.</i> |
|-------------|---------------|-------------|---------------|-----------------------------------------------------------------------------------------------------|
| 1 | \$24,280 | 6 | \$67,480 | |
| 2 | \$32,920 | 7 | \$76,120 | |
| 3 | \$41,560 | 8 | \$84,760 | |
| 4 | \$50,200 | 9 | \$93,400 | |
| 5 | \$58,840 | 10 | \$102,040 | |

Federal Register, Poverty Guidelines, under Dept. of Health & Human Services, Notices, 1/31/2018 200% of Poverty Income Guidelines for 2018

*If you receive Family Assistance, Safety Net Family Assistance, SNAP, Medicaid, SSI, or HEAP, you are automatically income eligible.

Through this program, we strive to provide young people with the opportunity to:

- Earn money, obtain financial literacy education, and gain meaningful work experience
- Learn and develop the skills, attitudes, and commitment needed to succeed in today's world of work
- Gain exposure to various career industries
- Interact with dynamic working professionals in a positive work environment.

When is the Summer Youth Employment Program?

If we receive funding, the majority of jobs will start on July 5, 2018 and will end by August 18, 2018.

How many spaces are available this year?

If we receive funding, the amount of funding will determine how many youth we can hire. We encourage youth to apply early and attend scheduled appointments. Completing the application does not guarantee that you will receive a job this summer. The application is just the first step in determining if you meet the program's eligibility requirements.

Who do I contact for more information?

Program dates and information are subject to change. For the most up-to-date information about the Summer Youth Employment Program, please visit:

www.worksource1.com

If you have additional questions or need help completing your application, you can contact us at:
(716) 278-8148

How do I apply for the Summer Youth Employment Program?

Complete an application. Applications are available at all Niagara County Public High School Guidance Offices, Niagara County One-Stop Career Centers, Local Human Service Agencies, and online at www.worksource1.com. Applications can be mailed or returned in person Monday through Friday between the hours of 8:30 am - 4:30 pm.

All completed applications must be returned to Niagara County Employment & Training Dept., 1001 Eleventh Street, Niagara Falls, NY 14301 with the following documents by May 21, 2018 to be considered for the program.

- Social Security Card (copy)
- Birth Certificate (copy)
- Recent Report Card
- Proof of address if different from address listed on report card
- Photo ID (copy)
- Original Working Papers for youth 16-17 years of age (Green Card) for youth 14-15 (Blue Card).
Working paper applications can be obtained at your school and must be submitted through your school guidance counselor. They will provide you with the Working Paper (Green or Blue Card)
- Males 18 years of age or older must present evidence that they have registered for Selective Service in compliance with Section 3 of the Military Selective Service Act.
 - To get your Registration verification from the Selective Service website, go to: www.sss.gov/regver/wfverification.aspx and print the resulting verification
- If you are under 18, your Parent or Guardian must sign the application
- If you are in school, a School Official must complete the bottom portion of the application.
- **Depending on your situation, additional documents may be requested. It is in your best interest to apply early.**

What happens after I complete the application and turn in all of my documents?

If you are being considered for the program, the next step in the process will be the interview. You will either get a letter in the mail or a phone call asking you to come in for an interview. Please make sure that the information you provide on your application is accurate. **If you move or your phone number changes, please contact us immediately.**

After the interview, if you are still being considered for the program, you will receive a letter in the mail with an appointment for you to have a physical exam and drug screen. This will be at no cost to you.

What are the expectations for Youth Participants?

Once you are approved to participate and receive your summer job assignment, you will be expected to report to your worksite daily and to follow all rules established by your employer and worksite supervisor. You are expected to be active and engaged, and to put forth your best effort while on the job. Each youth is assigned a Niagara County staff person who will act as a liaison to the employer. Any participants who are unable to maintain good standing with the employer will be subject to termination from the job.

How will Youth Participants get paid?

All participants in the 2018 Summer Youth Program will be paid the New York State minimum wage of \$10.40/hour. Participants will only be compensated for time worked and up to the maximum number of hours permitted by the program.

You will receive a paycheck from Niagara County on a regular payroll cycle. **You are strongly encouraged to open a checking or savings account now so that you do not have to pay fees for check cashing or experience delays in accessing your money. You will also be encouraged to use direct deposit so you will not experience delays in accessing your money.**

SUMMER YOUTH EMPLOYMENT PROGRAM APPLICATION – 2018

Niagara County Employment and Training
1001 Eleventh Street, Niagara Falls, NY 14301
(716) 278-8148
www.worksource1.com

Completed Applications and All Documents must be received by May 21, 2018

Worksites are throughout Niagara County, not just in Niagara Falls

Personal Information:

Name _____ Social Security # _____ DOB _____

Address _____ Age _____
Street City State Zip Code

Phone Number _____ Message Number _____ Gender: Male Female

U.S Citizen: Yes No If NO but eligible to work in the United States: INS Form # _____ Alien. # _____

Date of Entry into United States: _____

If you are a male 18 years of age or older, did you register for Selective Service? Yes No Reg# _____

Have you ever been convicted of a crime (Felony or Misdemeanor) ? Yes No

What accomplishment are you most proud of? _____

Educational Status: Are you attending school now? Yes No **If Yes, the School Official section on the back of this form must be completed by a School Official. If not completed, your application will not be considered for employment:**

If Yes, Name of School _____ Grade _____ What time do you get out of school? _____

If No, Highest Grade Completed _____ Do you have a GED/TASC or HS Diploma? Yes No Year Received _____

Employment Record:

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

Business Name _____ Dates Worked _____ to _____

Address _____
Street City State Zip Code

Job Title _____

Job Duties (Include Tools & Machines Used) _____

Reason for Leaving _____

Still willing to accept employment in this field? Yes No If no, why not? _____

Why are you applying for the Summer Youth Program? _____

Have you ever participated in: Summer Youth Employment Program (Year-round) Work Experience Program Neither

Household & Income Information: Does **ANY MEMBER** of your household, including yourself, receive any of the following?

| Programs | Circle Yes or No | Please List Names |
|------------------------------------|------------------|-------------------|
| Family Assistance or 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) and these siblings' parents. If you have a child of your own, you should include that child, any brothers or sisters of the child, and the child's parent if they live with you. List all sources of gross income, including wages, social security benefits, public assistance benefits, child support, alimony, etc. received and any other recurring income of a family member. You do not need to include any earned income (wages) received by you or any other family member who is under 18 years of age (or 18 and in secondary school) but must include any unearned income. All information is subject to verification by Niagara County Employment & Training Department staff members.

| Name | Age | Relationship | Income Source: Wages, Social Security, Etc. | Amount | Yearly | Monthly | Weekly |
|------|-----|--------------|---------------------------------------------------|--------|--------|---------|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Niagara County Employment & Training is committed to providing service to individuals in accordance with Affirmative Action, Equal Employment Opportunity, and Americans with Disabilities Regulations. It is our intent and assurance that no person shall be discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

The following information is requested for statistical purposes and to determine any special needs:

Disability: Physical Learning Other _____

Pregnant or Parenting Teen Foster Child Homeless or Runaway

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

History of Drug/Alcohol Abuse? Yes No

Veteran? Yes No Disabled Veteran

White/Non Hispanic Black/Non Hispanic Hispanic American Indian/Alaskan Native Asian/Pacific Islander

Applicant:
I give permission for the Niagara County Employment & Training Summer Youth Employment Program to contact my school to obtain additional information including: report card, graduation information, IEP, etc. and/or conduct a background check. If necessary, I give the Niagara County Employment & Training Department permission to verify my Selective Service Registration. I also give the Niagara County Employment & Training Department permission to verify my case number, cash and SNAP amounts, opening date, address, and/or date of birth, through contact with Niagara County Department of Social Services. All information is kept confidential. My signature below indicates that the information I have provided is true and correct to the best of my knowledge.

Applicant Signature

Date

Parent/Guardian:
I give permission for my child to participate in the Niagara County Employment & Training Summer Youth Employment Program, and for the program to contact my child's school to obtain additional information including: report card, graduation information, IEP, etc. and/or to conduct a background check, if necessary. I also give the Niagara County Employment & Training Department permission to verify my and/or my child's case number, cash and SNAP amounts, opening date, address, and/or date of birth, through contact with Niagara County Department of Social Services. All information is kept confidential. My signature below indicates that the information I have provided is true and correct to the best of my knowledge.

Parent/Guardian Signature

Relationship to Applicant

Date

This section must be completed by a School Official if youth is in school.
If not completed, your application will not be considered for employment:

Does this student have at least 90% attendance? Yes No If no, what is their attendance rate? _____ %
Has this student had any suspensions this school year? Yes No

School Official Signature **Title** **Phone Number** **Date**
These questions are not a qualifier, but may be used to determine applicant placement into positions or when positions are limited. COMPLETION OF THIS FORM DOES NOT INDICATE ACCEPTANCE INTO PROGRAM. FUNDING DICTATES THE AMOUNT OF YOUTH WE ARE ABLE TO HIRE. Equal Opportunity Employer/Program, Auxiliary aids and services available

WAIT.....

***DID YOU SIGN THE APPLICATION?**

***DID YOUR PARENT OR GUARDIAN SIGN THE APPLICATION? (if you are under 18 years old)**

***DID A SCHOOL OFFICIAL COMPLETE THE BOTTOM OF THE APPLICATION? (If you are enrolled in school)**

AND.....

YOUR APPLICATION IS NOT COMPLETE WITHOUT THE FOLLOWING:

- Birth Certificate (copy)
- Social Security Card (copy)
- Picture ID (copy)
- Proof of Address
- Report Card (recent) - not a computer printout
- Working Papers (Original)
- Proof of Guardianship or Custody Papers
- Proof of Foster Child Status

If you have questions about these items
or are having problems getting them, please call 278-8148.