

SUMMER YOUTH EMPLOYMENT PROGRAM 2012



**103 Hand Ave. Suite 1
PO Box 607
Elizabethtown, NY 12932
PH: 1-800-675-2668
FAX: 518-873-2392**

*****APPLICATION DEADLINE JUNE 1, 2012*****

LATE APPLICATIONS WILL BE ACCEPTED AND PUT ON A WAITING LIST

What is the Summer Youth Employment Program?

The Summer Youth Employment Program is a **TANF** funded program that provides area youth ages 14-20 (**PRIORITY GIVEN TO 16-20 YR. OLD YOUTH**) with summer work experiences through subsidized placements in the private and government sectors. You must fall under income guidelines:

Family Size	Annual Income	Family Size	Annual Income
1	\$22,340	6	\$61,940
2	\$30,260	7	\$69,860
3	\$38,180	8	\$77,780
4	\$46,100	9	\$85,700
5	\$54,020	10	\$93,620

If your family is receiving public assistance or if you receive free or reduced lunch you are income qualified for the program.

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

- Earn money and gain meaningful work experience
- Learn and develop the skills, attitudes and commitment necessary 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?

This year, the majority of jobs will start on July 9, 2012 and will end by August 10, 2012.

How many spaces are available this year?

This year, space is extremely limited and we encourage youth to apply early and attend scheduled appointments. Completing the application does not guarantee that you will receive a job this summer. Completion of 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.acapinc.org

If you have additional questions or need help completing your application you can contact us at:
1-800-675-2668 or 518-873-2341 ext. 3009

How do I apply for the Summer Youth Employment Program?



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Complete an application. Applications are available at all Essex County High School Guidance Offices, Essex County OneWorkSource, and on-line at www.acapinc.org

All completed applications must be returned to the above address with the following documents by June 1, 2012 to be considered for the program. Applications can be mailed or returned in person Monday-Friday between the hours of 9 a.m. – 3 p.m.

- Social Security Card (copy)
- Birth Certificate (copy)
- Photo ID (copy)
- Original Working Papers for youth 14-17 years of age. **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 Card.**
- Males who are 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.
 - Registration verification from Selective Service website 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 proof of income and additional documents may be requested so 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 requesting you come in for an interview. Please make sure that the information you provide us on your application is accurate.

If you move, or your phone number changes, please contact us immediately.

What are expectations for Youth Participants?

This is not a program where youth just “sign-up” and get a check. 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 work site supervisor.

You are expected to be active, engaged and to always put forth your best effort while on the job. Each youth is assigned a staff person who acts as a liaison to the business. 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 2012 Summer Youth Program will be paid the New York State minimum wage of \$7.25 /hour.

Participants will only be compensated for time worked and up to the maximum numbers of hours permitted by the program. **The MAXIMUM of 30 hours will be allowed.**

You will receive a paycheck from Essex County OneWorkSource/ACAP, Inc. 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.**