

Welcome to the Summer Youth Employment Program (SYEP)
Worksite Application Page

The Summer Youth Employment Program is designed to provide youth from the ages of 14-20 with a summer work experience. Individuals wishing to participate in the program must reside in Orange County and their family income must be at or below 200% of the federal poverty level.

The program runs 5 weeks during the months of July and August.

We are looking for partners to offer work opportunities to our youth population. If you are interested in serving as a worksite, please complete and return the application by April 30th, 2021.

* You can download this application, complete it entirely and mail it to:

Orange County Employment & Training Administration
18 Seward Avenue, 1st Floor
Middletown, NY 10940
Attention: Michael Raymond - Summer Youth Employment Program

* Or you can fax your completed application to:

(845) 360-9303

* You can also email the completed application to:

mraymond@orangecountygov.com



EMPLOYMENT & TRAINING ADMINISTRATION

Stephen Knob
Director

Steven M. Neuhaus
County Executive

Mary DeFreitas, Chair
Workforce Development Board

18 Seward Ave, 1st Floor
Middletown, NY 10940
TEL: (845) 360-0329 FAX: (845) 360-9303
E-MAIL: eta@orangecountygov.com
www.orangecountygov.com

TO: Prospective Summer Youth Employment Program Worksites

FROM: Michael Raymond, Youth Services Coordinator

DATE: March 1st, 2021

RE: 2021 SUMMER YOUTH EMPLOYMENT & TRAINING PROGRAM WORKSITE APPLICATION

**Applications can be downloaded at www.orangecountygov.com/eta
Click on Application for Worksites**

The Orange County Employment & Training Administration (OCETA) operates a state-funded Summer Youth Employment Program (SYEP) for economically disadvantaged youth between the ages of 14 and 20. The SYEP provides youth with 5 weeks of paid employment up to 30 hours per week. **OCETA pays youth participants at minimum wage.**

We are in the process of planning for the 2021 Summer Youth Employment Program (SYEP). The program tentatively will run from July 6th through August 6th. The participants will go through an orientation before the Summer Youth Program. They will then continue their employment at their perspective worksite.

As in years past the funding for this program is uncertain. However, we are moving forward with anticipation that funding will be forthcoming. If you are interested in serving as a worksite, please complete and return the application by **April 30th, 2021 by either:**

Fax to Michael Raymond at (845) 360-9303 or email mraymond@orangecountygov.com

Worksites are selected based on a commitment to provide a learning-enriched employment experience for young workers. Please be advised that all **summer youth participants are insured by the Orange County for worker compensation coverage.**

After you have completed and returned your application. We will contact you to schedule a worksite orientation. At the orientation a contract will be completed. If you have any questions, please feel free to contact me at (845) 360-0329.

We hope to work with you this summer. Thank you in advance for your willingness to guide and nurture the County's developing workforce.

Michael Raymond
Employment & Training Administration
18 Seward Ave, 1st Floor
Middletown, NY 10940



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Summer Youth Employment Program Worksite Application 2021

Agency's Legal Name _____

Address _____

Phone Number _____ Fax _____ E-Mail _____

Proposal Prepared By: _____

Person to Contact (if different than above) _____

Phone Number _____ Fax _____ E-Mail _____

Summer Contact Person: _____

Phone Number _____ Fax _____ E-Mail _____

Total Number of Positions Requested _____

IMPORTANT INFORMATION

- ***Participants can only work up to 30 hours per week (excluding lunch).***
- ***Based on NY State Labor Laws participants can take half hour or one hour of unpaid lunch.***
- ***Participants cannot work more than 6 hours per day.***
- ***Participants can work from 8:30AM to 5:00PM, Monday through Friday (NO WEEKENDS).***
- ***Participants cannot participate in any recreational field trips.***

2. **JOB TITLE** _____ **Number of Positions Requested** _____
Hours of Work _____ Days of Work _____
Supervisor's Name _____ Phone Number _____
Address (If different from above) _____

JOB DESCRIPTION: _____

3. **JOB TITLE** _____ **Number of Positions Requested** _____
Hours of Work _____ Days of Work _____
Supervisor's Name _____ Phone Number _____
Address (If different from above) _____

JOB DESCRIPTION: _____

4. **JOB TITLE** _____ **Number of Positions Requested** _____
Hours of Work _____ Days of Work _____
Supervisor's Name _____ Phone Number _____
Address (If different from above) _____

JOB DESCRIPTION: _____

5. **JOB TITLE** _____ **Number of Positions Requested** _____

Hours of Work _____ Days of Work _____

Supervisor's Name _____ Phone Number _____

Address (If different from above) _____

JOB DESCRIPTION: _____

6. **JOB TITLE** _____ **Number of Positions Requested** _____

Hours of Work _____ Days of Work _____

Supervisor's Name _____ Phone Number _____

Address (If different from above) _____

JOB DESCRIPTION: _____

Check the following statements accordingly:

YES

NO

- | | | |
|--|-------|-------|
| 1. Can your agency provide transportation for SYEP participants? | _____ | _____ |
| 2. Agency is a bona fide non-profit organization operating on a Year Round basis with verification of tax exempt status? | _____ | _____ |
| 3. SYEP participants must have a supervisory ratio of 12:1. The number of regular employees plus program participants equals this ratio. | _____ | _____ |
| 4. Work location is large enough to accommodate both staff and the number of participants requested. | _____ | _____ |
| 5. Sheltered facilities are available in the event of inclement weather. | _____ | _____ |
| 6. Is your worksite(s) free from hazardous conditions? | _____ | _____ |
| 7. Location has all the equipment and supplies necessary for youth to perform work activities. | _____ | _____ |
| 8. Work activities proposed are sufficient to employ each youth working 30 hours per week. | _____ | _____ |
| 9. Has your agency previously participated in the SYEP? | _____ | _____ |
- If yes, when?_____

PLEASE NOTE

The program is scheduled to run from July 6th, 2021 to August 6th, 2021.

The following criteria must be met **BEFORE** the program's inception:

- All work locations must be inspected and monitored by the SYEP staff.
- Worksite must complete worksite agreement with SYEP staff.
- Worksite supervisors or support staff **must** attend the worksite orientation provided by SYEP staff prior to program start up. This orientation will take place at your worksite.
- **If photos will be taken of participants for marketing purposes, a consent form must be completed, signed, and returned to Michael Raymond to keep on file.**