

CTTP TANF MANUAL-  
POLICY & PROCEDURES - POLICY 27 – TANF Youth Employment Program

**27 CAREER DEVELOPMENT**  
**TANF Youth Employment Program**

**27-1 POLICY STATEMENT:**

It is the policy of the Career Development department of California Tribal TANF Partnership to provide employment for CTTP youth participants. This is to give youth the opportunity to improve occupational skills and readiness for the workforce. Youth may be placed with employers in the for-profit, non-profit, or public sector. The guidelines contained herein are in no way to be interpreted or considered as a statement of contractual rights between CTTP and any of the youth participants.

**27-2 ELIGIBILITY:**

The program defines an eligible Indian family as one comprised of all natural children, stepchildren, adopted children, or a relative child (including non-Indians), under the age of 18 living with an eligible adult (defined as an adult supervising the family). At least one child of every family must be Native American for purposes of cash assistance; for a child living with a non-Native American caretaker, the child must be Native American. The term Indian shall be defined as an individual that is a member of a Federally Recognized Tribe and their descendents, including the California Indian Judgment Roll.

**27-3 APPLICATION:**

The guidelines apply to any youth applying for work in the TANF Youth Employment Program. The youth must be on a CTTP grant, and their parent/guardian has to notify their caseworker of their intention to sign up for the program.

All applicants have to abide by CTTP's employee handbook once they are eligible for the program; which includes CTTP's drug and alcohol policy. All youth applicants have to pass a drug test to be considered eligible; upon completion and placement, the youth participant will be part of the CTTP random drug screening and the "for cause" testing procedures. All participants MUST take their test no later than thirty days prior to orientation.

Criteria for placement includes a minimum 2.0 GPA; acceptable attendance record based on school standards; minimum age 15 – 18 if registered in school, obtaining a GED and living with an eligible adult; and minimum grade level is 9<sup>th</sup> grade.

**27-4 PLACEMENT:**

Each youth participant will choose their top three (3) worksites where they would like to be stationed based on interest and areas of further education (i.e. college majors or trade schools). If a worksite of their choice isn't available, the Youth Employment staff will choose a worksite placement using the youth participant's area of interest and need of the potential worksite. Placement will be determined by CTTP staff and worksite availability. If competition for a particular worksite occurs, the interview process will be utilized allowing the worksite employer to determine placement.

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**27-5 TIMEFRAME:**

The worksite placement will begin after the end of the school year. The six (6) week placement will only go into effect if the youth participant is able to complete the Youth Employment packet and meets all of the minimum requirements of the program.

All youth participants will be scheduled to work a minimum of 20 and no greater than 40 hours per week. This does not include travel time to and from the worksite. They are only permitted to work the amount of hours weekly as agreed to between CTTP and the worksite prior to placement unless requested by the employer and the youth participant. Work permit guidelines must be followed upon request of an extension. An extension agreement will be signed by CTTP staff and the employer to qualify for a continued subsidy. The youth participant shall not start work prior to the start date agreed upon prior to placement or work past the planned completion date. The worksite will be responsible for paying youth participants for any time worked prior to their start date and beyond their completion date without reimbursement unless agreed upon, as above.

**27-6 TRAININGS:**

All youth participants placed at a worksite will attend a one-day, mandatory training to review workplace expectations. The training will be attended by youth participants and a parent or guardian.

**27-7 EVALUATIONS:**

All youth participants placed at a worksite will have three (3) bi-weekly evaluations conducted by the worksite supervisor and reviewed by the CTTP staff.

Youth participants will be evaluated on the followed criteria:

- Personal appearance
- Personality at worksite
- Communications with others
- Seeks advice when needed
- Leadership potential
- Attendance
- Quality of work (finishes duties as assigned)
- Initiative
- Professional attitude
- Demeanor to public
- Response to instruction
- Response to criticism

The evaluations are considered a learning tool for the youth participants to help with understanding the dynamics of working in a professional environment and to help them understand their strengths and weaknesses that could help or deter them in gaining future employment in any field.

**27-8 INCENTIVES:**

The program will be providing a \$100.00 honorarium to youth that meet the minimum requirements of the program, attending all of the trainings, passing two (2) of the three (3) evaluations and successfully completing the program.

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### **27-9 WORK PERMITS**

All youth participants must obtain a work permit or have a high school equivalency certificate to be eligible. All youth participants must have their completed work permit turned in to the CTTP Program no later than the first Monday in June. In the event of employment extension, work permit guidelines must be followed.

The original work permit will be kept on file at the worksite where the youth is placed. A copy of the work permit shall be mailed or given to the CTTP YEP coordinator.

### **27-10 WORKSITE AGREEMENT AND ON SITE SUPERVISION**

All Worksites will be reviewed by CTTP staff before being approved (and to ensure OSHA certification) as a youth worksite. A Worksite Agreement will be completed with each worksite where a youth participant is to be placed.

All youth participants MUST have on-site supervision at all times. The on-site supervisor must be able to effectively and clearly communicate with the youth participant. Youth participants must never be required or requested to engage in activities that would constitute a violation of county, state or federal laws or regulations. It is the worksite's responsibility to determine if a youth participant is prohibited from a particular activity. Any individual supervising a youth participant must receive a Supervisor Orientation from a CTTP staff member.

**Youth under the age of 18 are not allowed to operate vehicles on public streets.**

### **27-11 SUPPORTIVE SERVICES**

A \$150.00 clothing/supplies allowance will be provided to meet the needs required by the employer. It is mandatory to return the receipts following the same guidelines as adult employment. If receipts are not returned within 10 days, reimbursement will be collected from the next monthly cash assistance.

Transportation allowance will be provided to meet the needs required by the employer. Mileage reimbursement will be paid to any driver who transports a youth work experience participant to and from the worksite, including the youth participant him or herself. Following are the guidelines for reimbursement:

1. Mileage reimbursement is at .35 per mile, up to a maximum of \$250.00 per month.
2. Payments for mileage can only be made to persons with a valid driver's license, vehicle registration and insurance. The vehicle must be registered in the participants name or listed as additionally covered on the insurance.
3. Mileage will be paid for the exact mileage from the participant's residence or school to and from the place of employment. Participants will submit the following by the 10th of the month to receive payment:
  - MapQuest, Yahoo Maps or Google Maps print out showing roundtrip mileage from residence to school or work
  - Vehicle Odometer Log
  - Pay stubs from employment covering the dates requested for payment

### **27-12 PAYMENT METHOD**

The youth participant is to be paid by the employer on the same day as other employees based on the hours worked. Again, youth participants are only to work the amount of hours agreed upon before

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placement. The employer/worksites will pay the legally required hourly wage, taxes and Workers' Compensation benefits to or on behalf of the youth participant.

The employer shall submit an invoice, the timesheet and a copy of the pay stub which will verify the expenses that will be reimbursed to them. CTTP agrees to reimburse the full amount of the youth participant's employment including the agreed upon hourly wage and additional expenses required by law for the employer to pay.

There will be up to a two week turn-around time for payment to be reimbursed to the worksite employer upon receipt of the worksite employer's invoice.

### **27-13 WORKERS' COMPENSATION**

The worksite is responsible for ensuring the youth participant is covered on its Workers' Compensation policy. CTTP will reimburse the worksite for the cost of said insurance if it is itemized on the worksite employer's invoice.

### **27-14 CORRECTIVE ACTION NOTICE**

The Corrective Action Notice is the form used by the worksite supervisors and the CTTP coordinator to document corrective action for participants who demonstrate violation of the CTTP or worksite policies during their participation in a work experience activity.

When an incident occurs which requires corrective action, the worksite supervisor must immediately contact the CTTP coordinator to discuss the incident. The Corrective Action Notice will then be completed in a timely manner by the workplace supervisor and forwarded to the CTTP coordinator immediately.

### **27-15 PROGRAM COMPLETION**

Reasons youth participants may be terminated from the Youth Employment Program activity may include, but are not limited to, the following:

- Youth reached his or her planned completion date
- Youth voluntarily left the program
- Youth is found to be ineligible to participate in the program
- Lack of program or worksite funds
- Behavior, conduct or job performance becomes unacceptable
- Poor work behavior such as, but not limited to, frequent tardiness, failure to meet worksite expectation, etc.
- Unauthorized absence for two (2) consecutive days will be an automatic resignation. Any leave time which is not approved shall be considered 'unauthorized' and will result in corrective action.

Due to the short time frame of the CTTP program, if a youth leaves employment for any reason, replacement employment will not be provided.