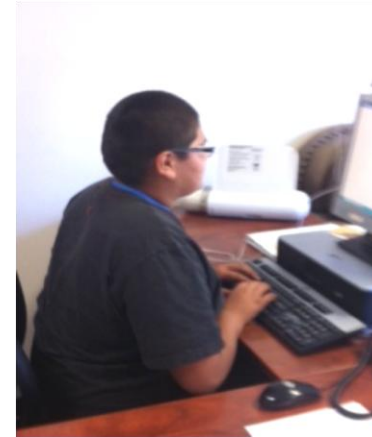


# Youth Employment Program

2015



## A Handbook for Sites and Caseworkers

CTTP / 2015



## Conclusion

We are looking forward to the 2015 Youth Employment Program! The Youth Employment Program will definitely be a collaborated effort between the Caseworkers at each site and the Youth Employment team: Sheila Montgomery, Youth Employment Coordinator and the Career Development Coordinators, Secunda Conway, Kathi Hansen and Melody Williams. Together, working as a team, we expect the Youth Employment Program to be fun and rewarding for the youth. The Youth Employment Program is a great addition to CTTTP's efforts towards assisting our participants in reaching CTTTP's goals.



“...working as a team, we expect the program to be a fun and rewarding one...”

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## Youth Employment Program: A General Overview

The Career Development Department and the Youth Services Coordinator have worked together this last year to start our Youth Employment Program. The first year involved four sites with four to six youth allowed per site. There were a total of 14 youth in the program this year.



*"This program really involves the Caseworkers..."*

In 2015, we plan to implement the Youth Employment Program at all CTP sites. We learned a lot this summer which helps us to transition smoothly as we expand the Program. This Program significantly involves the Caseworkers as they help determine which youth are qualified to complete an application. Caseworkers are involved in the process of applications, work permits, supportive services (clothing allowance, transportation, incentive check). If the Caseworker and youth are aware of certain places they would like to work or know of potential worksites, this is appreciated, although not expected. This year, the first actual date of work will be Monday, June 15<sup>th</sup>.

Each youth is given a \$100.00 *incentive* check\*\* for successfully completing the program. Successful completion means the youth attended the trainings, received at least two out of three good evaluations submitted to the YEP team by the employer, and youth completed the program for the number of weeks contracted. *The Youth Employment Coordinator will notify the Caseworker of the youth's successful completion in time to for the Caseworker to process the supportive service request, so the check can be awarded to the youth at the completion celebration along with the certificate of completion.*



*The site managers and case workers enjoy the completion celebration, where they have the opportunity to honor the youth!*

\*\* The youth must be made a 'vendor' when processing the \$100 honorarium check. A W9 is not needed. If the money for transportation is endorsed to someone other than the youth participant, the person will need to be handled as a 'vendor' with a W9. If mileage is being applied, program policy must be followed.

**Drug Testing:** CTPP will not be conducting drug testing for the YEP. However, if the employer wants the youth to be drug tested, they may conduct the testing as they normally would with other employees, and submit an invoice to CTPP and we will reimburse the employer's cost for this service. The youth must know if they want the job placement, they will need to submit to the drug test, if required. The results of the test are submitted directly to the employer. The employer will handle the results at their discretion. A positive test could result in not being hired for the 2015 Youth Employment Program.

**Other Supportive Services:** The Caseworker will consider the ability to find *transportation* to and from a job as part of their selection criteria. *The Caseworker needs to determine whether the youth will be relying on bus transportation to get to and/or from work. If so, the supportive service request for a bus pass must be completed by May 18th or soon enough for the youth participant to have it with them for their first day of work on June 15<sup>th</sup>. The clothing supportive service request for \$150 must also be requested by May 18th, so the youth will have enough time to get the check and shop for appropriate clothes for their particular job.*

## Youth Employment Program: Procedures for Sites

**Participant selection:** The Caseworkers submit participant names to the Youth Employment team for consideration based on the following guidelines:

- 2.0 GPA or better
- Ages between 15 and 18 and enrolled in high school or obtaining GED
- The ability to get transportation to and from a job

**Fliers:** *You will have a flier to post in your lobby and/or offices.* If you know of families that have children who might meet the criteria, you may also pass them out when they come to pick up checks. Because we will be counting the **first** semester's school transcripts, the students **need to be planning accordingly during the first semester.**

**Selecting youth:** Consider throughout the year who might be good candidates for the Youth Employment Program. Determine who you will be giving applications to and notifying, regarding the Program in December and January, because *the applications and accompanying letter will be given out to prospective families on January 30<sup>th</sup> when they come in to pick up checks.* After January 30<sup>th</sup>, applications will be available at your site office. The YEP Coordinator (Sheila Montgomery) is to be notified regarding how many applications were given out by February 6<sup>th</sup>.

**Applications (and CA I.D.):** To access the application, go to CTPP's (S) drive, then to 'Public', then to 'Career Development', and then to the Youth Employment Program folder. In the YEP folder, you will find the YEP application. Again, applications will be given out on January 30<sup>th</sup> when participants come in to pick up checks (or they may be picked up later at the site). A notification to tell them to start working to obtain a CA I.D. will be submitted with these checks. **Caseworkers will need to process supportive service checks out of the YE budget to cover the cost of the I.D. as soon as applications are turned in by youth.**

- The deadline date to have youth get applications turned back into the site is February 27<sup>th</sup> (the next check date). This gives them a month.

*"The transcripts, ... need to be faxed or sent with the application ..."*



- **The deadline for the sites to turn transcripts in to the YE team is March 13<sup>th</sup>.** The transcripts, which will be in the participant files at each site, need to be faxed or sent with the application for the YEP team to ensure the youth meets the qualifications to participate in the Program. This gives the site two weeks after the participant application deadline date to submit both the application and transcript to the YEP team.

**Work Permits:** As soon as the sites are notified by the YEP team with selected participants (by March 27<sup>th</sup>), **the participants need to be notified by the Caseworker (both by phone and in writing) that they have been selected.** The youth participant needs to start working on obtaining their Work Permits. The Work Permit applications can be picked up at their high school counselor's or main office. Their portion of the permit application must be completed and signed by their parent. This must be completed by the middle of April. The Career Development Coordinators will be looking for placements for each youth. When a placement is found, the youth will be notified by the CD Coordinator and asked to contact that employer to set up an interview.\*\*

After the youth is notified by the CD Coordinator that they have been selected by an employer, they will need to take the Work Permit to the employer to have it completed and signed. They then return it to their school who will issue the actual Work Permit, usually within a day or two. **The youth signs the permit and turns it into the Caseworker, who will fax a copy to Sheila Montgomery, YE Coordinator. The youth must take the original with them before or on their first day of work.**

\*\* The YEP team will make job placements for each youth. If the Caseworker is aware of any particular worksites in which a participant is interested, please notify the YEP team and we will attempt to set up a job placement at that worksite.