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Governing Body:
*Robinson Rancheria
Citizens Business Council*

January 30, 2015

Dear Participant:

I am happy to announce that the Youth Employment Program will be happening this summer 2015 at your site. Along with this letter, you will be given an application for a youth in your home to complete. Eligible youth are between the ages of 15 through 18 if still attending high school next year or obtaining a GED and living with an Eligible Adult (an adult defined as supervising the family.

Other criteria include a 2.0 GPA or better and an acceptable attendance record according to your youth's school standards. Also necessary will be the ability to find transportation to and from the job.

It is now very important to move forward immediately with the following:

1. Have the youth complete the attached application in full (as it will assist you with eligibility and job placement) and return it **on or before February 28th**, the next check date.
 - a. Make sure that the youth's transcripts have been turned in to the caseworker for the fall semester as well.
 - b. The youth will also need to start pursuing attaining a California I.D. if he/she does not already have one or a valid CA Driver's License. (The funds will be provided by your caseworker after you have turned in your application and transcripts.)
2. If selected, you will be notified by the end of March. At that point, you will need to pick up a "Vacation Work Permit Application" from your counseling or main office at school. Complete the top part of it with your personal information and your parent / guardian's signature.
3. You will be notified by your Career Development Coordinator to contact a potential employer to schedule an interview when a potential job is located. If you are selected by the employer, you will need to return to the employer with the Work Permit application and have him/her complete their part of it. Next, you will turn it back into the office at your school where you first picked it up. After a day or two, the final permit will be ready for you to sign. You will need to take it **to your caseworker**, who

will make copies of it and return the original to you. **BE SURE** to take this permit with you to your job on your first day of work along with a picture I.D. and your Social Security card.

I or your assigned Career Development Coordinator will contact you after your application has been submitted to discuss this further. Please contact me with any questions you may have.

Sincerely,

Sheila Montgomery
Summer Youth Employment Coordinator
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