

YOUTH ENROLLMENT 2017: FREQUENTLY ASKED QUESTIONS (FAQ's)

*****Slots are limited*****

CareerSource Broward (CSBD), the Children's Services Council (CSC), and the City of Fort Lauderdale are teaming up to help youths get a job in the summer of 2017. The **Summer Youth Employment Program** or "SYEP" is an 8-week job program which includes 3 days of orientation and runs from **mid-June to mid-August 2017**. Participants will work approximately 30 hours per week during the program and earn the current minimum wage. They will be employed at local governmental organizations like schools, libraries, municipalities, and not-for-profit companies as well as some for profit businesses.

If you are between the ages of 16 and 18 and want to work next summer, please read the FAQ's below.

1. Q: How do I qualify for a summer job?

A: You must be a Broward County resident between the ages of 16-18 and meet eligibility requirements, including a review of your family income and size. Other eligibility requirements may apply. **You can apply if you are currently 15 but will turn 16 by June 12, 2017. You cannot apply if you will be 19 years old by June 12, 2017.**

2. Q: How do you select the youth that participate in the program?

A: Selection is based on all of the following criteria:
Whether you are economically disadvantaged (based on income and household size)
Other categories, such as homelessness, foster care resident, etc.
Date of submission of application
It's a random selection (Lottery)

3. Q: Are there other requirements?

A: **Yes.** All youth invited to participate in the program are required to attend the SYEP's job orientation in **June 2017. Attendance is mandatory for all three days and you will be paid for your attendance.** The workshops at Orientation will discuss topics that will help you have a successful summer work experience.

4. Q: Is there a Dress Code?

A: **Yes.** We ask that all participants dress business casual for the eligibility interview and for all three days of Orientation. When you receive your job assignment you will know the dress code of your particular worksite. Business Casual for **Men** consists of slacks, button down collared shirt tucked in or polo

type shirts. No sneakers. Business Casual for **Women** consists of dresses & skirts to the knees, pants and blouses. No low cut blouses, tight fitting clothing or mid drifts. No sandals or sneakers.

5. Q: HOW and WHEN can I apply?

A: Starting January 9th, 2017 at 8:00 a.m., please return to this website and submit an online “Summer Youth Employment Application”. **The application deadline will be January 23, 2017 at 5:00pm. NOTE: Demand for jobs in this program is always GREATER than the number of jobs available. Last year there were over 3800 applicants for jobs and only 700 job positions.**

6. Q: What happens after I apply online in January 2017?

A: Once the selection process is complete, all participants selected to participate in the program will **receive notification by mail**. The selection process will be completed by February 6, 2017. Please be patient and **please do not call CSBD to ask if you are in the program**.

In the meantime, you should begin gathering the documents that you will need IF selected to participate in the SYEP.

These include:

A Social Security card (If you need to apply, please note; it takes two weeks to receive your card.) Copies will not be accepted and laminated cards will not be accepted. The youth must sign his/her card.

A current photo ID: We accept a Florida driver’s license, Florida ID; school ID only if you are less than 18 years old and in school, US Passport or Alien Registration Card.

Will not accept expired cards and will not accept a school ID that has expired or is from a NON Broward County School.

Please make arrangements to attend on the date that is scheduled for you.

CSBD will mail an “**Eligibility Letter**” to your home address and notify you of a date for your “Eligibility Interview Appointment”. You must **personally appear** for the appointment and bring with you all required documents.

A parent or legal guardian must accompany you to this appointment if you are under 18 years old.

A Legal guardian is a person appointed by the courts to be the guardian of the youth. The legal guardian must bring court paperwork that states they are the legal guardian of the youth.

There will be documents in electronic version for you and parent to complete if you are selected to participate. **If you do not bring all the documents required to your Eligibility Interview Appointment, it will delay the processing of your application and you may lose your slot.**

7. Q: Definition of Parent of Legal Guardian

A: Parent is the person who has legal custody of the youth, Mom or DAD. Legal Guardian is a person or relative that has legal custody of the youth which was appointed by the courts. The legal Guardian must have the legal documentation with them at the Eligibility Interview Appointment.

8. Q: Where do I go for any updated information about the SYEP?

A: Come back to this website. It is updated weekly.

9. Q: How much will I earn and how will I be paid?

A: Youth will be paid the current minimum wage an hour. Your pay will be deposited onto a payroll card issued by Wirecard, every two weeks. If these payroll cards are lost, stolen or misplaced, you must call the 800 number located in the Payroll Card brochure you will receive and contact your assigned Worksite Monitor immediately. **(There may be some fees associated with replacing the payroll card).** During training, you will receive a schedule of the deposit dates. We will not deposit your wages into a personal bank account; everyone will receive a payroll card.

10. Q: What types of jobs do you have available?

A: Our jobs includes clerical, child care assistant, camp counselor aide, park aide, custodial, library assistant, landscaping, and data entry. CareerSource Broward attempts to match youth with job preference and takes into account where you live. However, there is no guarantee of where you will be assigned. **(Please note if you have a background, we are limited to the type of jobs you will be able to be placed. Most of the jobs require a background check).**

11. Q: What are the dates of the summer program?

A: The Summer Youth Employment Program begins MID-JUNE, 2017, with 3 days of orientation and then runs for 7 weeks and 2 days starting June 19, 2017 and ending August 8, 2017. **(You will have July 4 off.)** Jobs are limited to 6 hours per day and 30 hours per week for a 5 day work week or 7.5 hours per day for a 4 day work week. The specific hours that you will work will depend on your individual Worksite assignment but for the most part, you will work in the daytime or early evening hours. You are not allowed to make up any hours or days missed. Some positions may require you to work on the weekends.

12. Q: Can I apply if I have an arrest or conviction in my background?

A: An arrest or conviction does not automatically disqualify you from participating in the SYEP. Some worksites are not allowed to employ individuals with certain offenses but others are. Please be honest on your application about any arrest or convictions you

may have had so we may place you accordingly.

There may be other opportunities to employ more youth if funding becomes available.

If this happens, another selection will happen and eligibility letters will be sent out to those individuals. So please keep your address and phone numbers up to date with CareerSource Broward. If anything changes with your address or phone number please call (954) 202-3830.

CareerSource Broward
2550 West Oakland Park Blvd.
Fort Lauderdale, FL 33311

Attention: Summer Youth Employment Program

Or call us at (954) 202-3830 for additional information

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