

# **YOUTH ENROLLMENT 2016: FREQUENTLY ASKED QUESTIONS (FAQ's)**

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

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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 2016. The **Summer Youth Employment Program** or "SYEP" is an 8-week job program which including 3 days of orientation and runs from **mid-June to mid-August 2016**. 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 13, 2016. You cannot apply if you will be 19 years old by June 13, 2016.**

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

A: Selection is based on all of the following criteria:

- o **Whether you are economically disadvantaged (based on income and household size)**
- o **Other categories, such as homelessness, foster care resident, etc.**
- o **Date of submission of application**

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 2016. 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. To be admitted to the SYEP and attend Orientation, students must have submitted (to CareerSource Broward) all of the completed forms that will have been mailed to them in their SYEP Packet, including a signed Social Security Card and a valid Florida Identification Card or valid Florida Driver's License. Your packet will include the dates for you to bring all your documents to the CareerSource Broward office. Depending on your job assignment, CSBD may also need to conduct a background check on you. If the background check identifies any

concerns in your background, CareerSource Broward will contact you immediately.

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 4, 2016 at 8:00 a.m.**, please return to this website and submit an online “Summer Youth Employment Application”. **The application deadline will be January 15 at 5:00pm. NOTE: Demand for jobs in this program is always GREATER than the number of jobs available. Last year there were over 3700 applicants for jobs and only 700 job positions.**

6. **Q: What happens after I apply online in January 2016?**

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 5, 2016. Please be patient and **please do not call CSBD to ask if you are in the program.** You can always call the hotline at (954) 202-3838 for updates. Please do not leave a message. No one will return your call.

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

- o **A Social Security card (If you need to apply, please note; it takes two weeks to receive your card.)**
- o **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.**
- o **Please make arrangements to attend on the date that is scheduled for you.**

**Copies of these documents will NOT be accepted.** You must present these documents at your eligibility appointment. (See below.)

Again, the number of job positions we have are limited, but if you are selected to complete the second stage of the enrollment process, CSBD will mail an “**Eligibility Packet**” to your home address and notify you of a date for your “Eligibility Appointment”. You must **personally appear** for the appointment and bring with you for the appointment all required documents. A parent or legal guardian must accompany you to this appointment if you are under 18 years old. There will be additional 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 Appointment, it will delay the processing of your application and you may lose your slot.**

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

A: Come back to this website. It is updated weekly. You may go to <http://syep.careersourcebroward.com> or call the status hotline at (954) 202-3838. (Do not leave messages)

8. **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 Citibank, every two weeks. If these payroll cards are lost, stolen or misplaced, you must call the 800 number located in the Citibank 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. There are some fees associated with using the payroll card and those fees will be available inside the eligibility packet and explained during the eligibility appointments.

9. **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).**

10. **Q: What are the dates of the summer program?**

A: The Summer Youth Employment Program begins MID-JUNE, 2016, with 3 days of orientation and then runs for 7 weeks and 2 days starting June 20, 2016 and ending August 9, 2016. **(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.

11. **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 packets 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 extension 4000 and leave a message.

CareerSource Broward  
6301 NW 5th Way, Suite 3000  
Fort Lauderdale, FL. 33309

Attention: Summer Youth Employment Program  
Or call us at (954) 202-3830 for additional information

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