

## 2018 Summer Youth Employment Fact/Information Sheet

### Who's Eligible?

Youth between the ages of 14-20 years old currently enrolled in middle and high school/TASC (GED) Program that live within the City of Rochester or County of Monroe. Residents outside the City of Rochester must meet 200% of Poverty Income Guidelines. Youth, regardless of residency and/or household income, will competitively compete for employment opportunities offered through the Summer of Opportunity and Summer Youth Employment Program. **No youth is guaranteed a job!**

**Please note: This program is not for College students.**

### Types of Jobs:

Students will work in Recreation Centers, Community Based Organizations, Colleges, Private and Public Companies in the community.

### Applications Process:

#### Youth 14-15

- Complete application online.
- Submit required documentation.
  - Applicants are **encouraged** to bring photo copies of documents. **NO** originals will be accepted.
- Parent must attend a **mandatory** one hour parent orientation.
- Look for the Job Selection form in the mail.
- Applicant must attend a **mandatory** Provider Fair. Job selection forms will be completed at that time.

#### Youth 16-20

- Complete application online.
- Submit required documentation.
  - Applicants are **encouraged** to bring photo copies of documents. **NO** originals will be accepted.
- Parent orientation is **optional**.
- Select youth will be contacted by mail or phone regarding unique job opportunities through Direct Placement and the Department of Recreation and Youth Services.
- Look for the Job Selection form or Direct Placement form.
- Applicant must attend a **mandatory** Provider Fair. Job selection forms will be completed at that time.



CHERYL DINOLFO  
COUNTY EXECUTIVE



City of Rochester, NY  
Lovely A. Warren, Mayor  
Rochester City Council



## **When & Where to Apply:**

Students may go online at [www.summeryouthemployment.org](http://www.summeryouthemployment.org) to complete an application. Students will submit Pages 2 – 3 of the application along with copies of the required supporting documentation: Photo ID, Social Security Card, Work Permit, and most recent Report Card.

## **Youth - Frequently Asked Questions**

### **Can I apply even though I don't have an up-to-date Work Permit?**

- Yes, the first step is to complete the online application. A current Work Permit will be required prior to document submission and job placement. No exceptions! You must have an up-to-date physical in order to get a work permit. Apply early! (If you are **13 turning 14**, or **15 turning 16** you will need to update your work permit as it becomes available.)

### **Can I apply even if I am going to summer school/TASC (GED)?**

- Yes, but available working hours/opportunities may be limited.

### **Should I apply even if I don't have 90% attendance?**

- Yes, however, employers know that a student's school attendance is an indication of your attendance on the job. Make every effort to attend school every day!

### **Can I sign-up to work for the same job I did last year?**

- There is no guarantee that the job you worked last year will be available. Youth and parents should not call employers prior to being hired. This may jeopardize the program. The process is competitive and no jobs are guaranteed.

### **Can I apply if I am not in middle or high school/GED (i.e. I am a college student)?**

- No, college students should contact Operation Transformation Rochester for employment assistance at 585-428-6342.

### **Do I have to attend the Provider Fair? Can I turn in my Job Selection form without attending the Provider Fair?**

- The Provider Fair is a mandatory step in the process, no job selection forms will be accepted other than at this event.

### **Who can turn in my supporting documents?**

- It is strongly encouraged that the applying youth be present to submit their own supporting documents; though supporting documents will be accepted from Parents, Guardians, School Counselors, Case/ Social Workers. As a reminder – Any supporting documents not submitted prior to the deadline will result in your application being disqualified.

## How is the interview determined based upon my Job Selection Form choices?

- Every effort is made to place a youth in one of their top choices based upon program availability. There are four Provider Fair sessions; Job Selection forms will be assigned to providers in four waves, matching the session youth attended. Be sure to complete the full application process, including document submission early – as this will allow you to be invited to an earlier Provider Fair session.

## Parent – Frequently Asked Questions

### My child was the first to turn in an application and still did not obtain a job, why?

- All youth who've completed the entire application process, including document submission and Parent Orientation (**mandatory** for youth 14 -15) are eligible to competitively interview for appropriate assignments; No youth is guaranteed a job.
- Youth will be invited to one of the four Provider Fair sessions based on a **first come first served basis**, which is determined by the time their documents were submitted. Youth who complete the process first yield a better likelihood to interview with their top job selections.

### Can my child apply if we do not live in the City of Rochester?

- Yes, the Summer Youth Employment Program is for youth living within the County of Monroe including the City of Rochester. Residents outside the City of Rochester must meet 200% of Poverty Income Guidelines.

### Is there an income guideline/requirement?

- Summer positions are funded through a variety of sources. Dependent on the requirements attached to these sources we may require income and/or residency verification (i.e. address, public assistance, free/reduced lunch, foster care, and family income at or below 200% poverty guidelines). It is extremely important that all necessary income information is noted on the Application Signature Report in order to match youth with the appropriate opportunity. Incomplete applications will be considered as over income guidelines.

### Why do I have to provide my financial information?

- A portion of the program is publicly funded and requires supporting documentation. In most cases, in order for a youth to participate, confirmation that household income meets the eligibility guidelines is required. Under these guidelines, everyone working in the home must be noted on the income section of the Application Signature Report. It is not necessary to bring in proof of income with required documentation. If there are questions, you may be required to submit proof of income at a later date.

### **Do I have to attend a parent orientation if I attended one last year?**

- If your child is 14-15 years of age it is **mandatory** that you attend! If your child is 16 or older it is optional but beneficial, especially if they are working for the first time.

### **What can I do as a parent to improve the chances of my youth obtaining a job?**

- Read all the materials and be sure that your child follows through on whatever is requested and/ or required. Youth that have parental support generally improve their chances of gaining employment.

### **Is it true that youth who do not dress appropriately at program related functions are being asked to reschedule?**

- Yes, youth are expected to wear professional attire. In the world of work first impression can be very important to secure a job. It is our goal to hold youth applicants to these same standards. Call us if you'd like recommendations on where to find appropriate and/or inexpensive professional attire.

### **Where will my youth be working?**

- The employment location will be dependent upon the student's age and eligibility among other factors. All students will be interviewing (competing) for slots as available. **No youth is guaranteed a job.**