

MBSYEP

Mayor Marion S. Barry, Jr.
Summer Youth Employment Program



2021

Youth and Parent Information Packet



DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

MAYOR MARION S. BARRY, JR.

SUMMER YOUTH EMPLOYMENT PROGRAM



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What is the Mayor Marion S. Barry Summer Youth Employment Program?

The Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP) is a locally-funded initiative sponsored by the District of Columbia Department of Employment Services (DOES) that provides District youth ages 14 to 24 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors.

Through MBSYEP, DOES strives to provide young people with the opportunity to:

- Earn money and gain meaningful work experience;
- Learn and develop the skills, attitudes, and commitment necessary to succeed in today's workforce;
- Gain exposure to various exciting career industries; and
- Interact with dynamic working professionals in a positive work environment.

Though MBSYEP is a short-term employment and training program, our goal is to introduce our youth to employers who will positively impact their future.

Employers in the Washington, DC metropolitan area make this annual program possible by volunteering to serve as host employers and providing structured job opportunities for youth during the summer.

When is MBSYEP?

MBSYEP will begin on Monday, June 28, 2021, and will end on Friday, August 6, 2021. (Monday, July 5, 2021, is an observed holiday and youth will not be paid for this day.)

Is participation in MBSYEP limited?

Yes, participation in MBSYEP is limited, and we encourage youth to apply early and comply with all posted deadlines and eligibility requirements. MBSYEP will provide jobs for District youth ages 14 to 24 on a first-come, first-served basis.

Completing an application does not guarantee that all youth will receive a job this summer. If space is available, DOES will provide eligible youth with an official job assignment notice, if they submit all required documents by the specified deadlines and meet all eligibility criteria to participate.

How do I apply for MBSYEP?

Applications must be completed online at our website: www.summerjobs.dc.gov.

The online application will be available beginning Friday, January 29, 2021 at 2:00 p.m. Applications will be processed on a first-come, first-served basis and must be received by Saturday, February 27, 2021, at 11:59 PM. Space is limited, so youth are encouraged to apply early!

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In order to complete the application, you will need to provide your full Social Security Number, and you will need to have a valid email address. If you do not have your own email address, you can obtain a free email account from a variety of email providers. Here are three sites where you can create a free email account:

- Google/Gmail - www.gmail.com
- Yahoo - www.yahoo.com

What if I don't have Internet access at home?

If you do not have internet access at home, you may contact the Office of Youth Programs (OYP) at 202-698-3492 or summerjobs@dc.gov or to schedule an appointment to complete your application.

What happens after I complete the online application?

Now that you have completed the first step in the application process, there are a few more steps to complete.

Next Steps: 2021 ENHANCED CERTIFICATION PROCESS

In order to become certified for 2021 MBSYEP, you must complete the following tasks:

1. Complete the MBSYEP W-4 tax form in your youth portal.
2. Complete the MBSYEP "My Banking Quiz" in your youth portal.
IMPORTANT: Failure to complete tasks 1 & 2 by Saturday, February 27, 2021, will result in exclusion from MBSYEP.
3. Submit all eligibility documents by your assigned date and time.
DOES will assign your MBSYEP certification date and time based on your application date, ONCE YOU HAVE COMPLETED TASKS 1 and 2. **The final day for submitting all eligibility documents is Saturday, March 13, 2021.**
IMPORTANT: In-person documentation will not be accepted. Prospective participants will be required to submit the required documentation through a virtual process. Failure to complete task #3 by Saturday, March 13, 2021, will result in exclusion from MBSYEP. You will NOT be permitted to participate and your application will no longer be considered.

Don't forget to check your youth portal for your certification status. A green check will be visible in your MBSYEP Youth Portal once all the required documents have been received and the submitted information has been verified. *The verification process may take additional 7-10 business days from the day your documents are submitted.***

A full list of acceptable documents is available on our website. You may also log into your MBSYEP Youth Portal at www.summerjobs.dc.gov for a list of documents that will certify eligibility.

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If you do not complete the required steps by the posted deadlines, you could potentially forfeit your space in the 2021 MBSYEP.

What are the expectations for youth participants?

MBSYEP is not a program where youth just “sign up” and get a check. Once you are certified as eligible to participate and receive your summer job assignment, you will be expected to report to your in-person or virtual worksite as scheduled and follow all rules established by your employer.

You are expected to be active, engaged, and always put forth your best effort while on the job. If you are unable to maintain good standing with your employer, you will be subject to termination from the job and can be potentially excluded from participation in MBSYEP in future years.

Can college students participate in MBSYEP?

College students who are DC residents and meet the age requirement for the program are permitted to apply. College students, like all applicants, must apply online at www.summerjobs.dc.gov.

If you are a DC resident who attends college outside of the DC Metro Area, you will be required to submit documentation via the virtual process. Documents will not be accepted in-person. The deadline to submit the required documents is Saturday, March 13, 2021.

How do I get MBSYEP updates after I apply?

When applying for MBSYEP, you will be asked to enter your email address and create a password. Make sure you choose a password that you can remember, since you will need this in order to log into your MBSYEP Youth Portal.

The MBSYEP Youth Portal is a great place to get firsthand information about MBSYEP. Log in regularly to receive important updates about additional steps that will be required before the start of MBSYEP. Some of these steps will include submitting a resume or self-profile, applying for specific jobs, and more!

Throughout the course of MBSYEP, you will be able to log in and see your total hours worked, and you will be able to track your performance.

How will I be matched to a job?

Employers will have the ability to screen, interview, and select for employment specific youth from our eligible applicant pool.

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Beginning on **Friday, March 26, 2021**, eligible youth applicants will be able to access an online database to view and apply for specific jobs. Employers will be able to access a database that lists all eligible youth and shows all youth who have applied for their posted job positions. Employers will be able to view youth resumes and contact information so they can begin conducting telephone interviews.

DOES will sponsor the Virtual MBSYEP 2021 Career Exploration Fair. This event will be open to all eligible youth applicants and will provide an opportunity for youth to meet employers and gain additional information about available summer job opportunities. Employers will have the ability to interview candidates on the spot and select youth for employment.

DOES will send all eligible employers and youth an invitation to participate in the MBSYEP 2021 Virtual Career Exploration Fair.

Youth and Host Employers will have until **Sunday, April 25, 2021**, to make their final selections.

Youth will be matched based upon selections made by employers and also by the interests listed on their online application. It is important that you spend time on your resume and that you carefully answer the questions about your career interests.

How will youth participants get paid?

Debit Cards and Direct Deposit

All youth have the option to use direct deposit with their own existing bank account, or with a newly created bank accounts through a partnership with Bank On DC. Youth ages 14 to 17 have the option to receive direct deposit if they sign up for a non-custodial account through the District Government Employees Federal Credit Union.

Important Information about your VISA Debit Card

If you do not sign up to use direct deposit with your existing bank account, you will be paid through a VISA Debit Card. You will be issued the VISA Debit Card directly from US Bank.

- You will receive your Debit Card in the mail to the address you provided on your MBSYEP 2021 application.
- Your pay will be deposited onto your VISA Debit Card.
- To use your VISA Debit Card, you first need to activate it by following the directions included in your card package.
- The VISA Debit Card will allow you to access your pay via an Automated Teller Machine (ATM), a local bank, or by making purchases at local stores.

If you do not have your Debit Card by the first pay date or if you have ANY problems with your card (e.g., lost or stolen card, forgotten PIN number, or card transaction problem), you must call US Bank at 1-877-474-0010.

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Payroll Information

Participants will only be compensated for time worked up to the maximum allowable hours permitted by MBSYEP. Participants will receive an earnings statement in their youth portal for each pay period.

Pay Rate and Maximum Work Hours By Age Group

AGES	PAY RATE/HOUR	MAXIMUM HOURS
14-15 years	\$6.25	20 (16 for the week of July 4)
16-21 years	\$9.00	25 (20 for the week of July 4)
22-24 years	\$15.00	30 (24 for the week of July 4)

2021 Pay Dates

PAY PERIOD	PAY DATE
Pay Period 1 (June 28 - July 3)	Wednesday, July 14
Pay Period 2 (July 4 - July 17)*	Wednesday, July 28
Pay Period 3 (July 18 - July 31)	Wednesday, August 11
Pay Period 4 (August 1 - August 6)	Wednesday, August 18

**Pay period 2 includes a holiday. Youth will not be permitted to work on Monday, July 5, 2021, and will not be permitted to make up this day. Youth will not be paid for Monday, July 5, 2021.*

Important Information about Getting Paid

- Your pay will be based on the timesheet you sign in and sign out on each day.
- You will be required to sign the weekly timesheet to confirm the accuracy of the hours recorded.
- You will only be paid for the time that you worked.
- You will not be paid for Monday, July 5, 2021.
- You will not be paid for days or hours you did not work.
- On payday, your pay will be deposited on your VISA Debit Card or into your bank account.

W-4 Tax Form Information

This year, all MBSYEP applicants are required to complete a W-4 tax form. **You will NOT be able to move on to the next steps until your W-4 tax form is complete.** The purpose of the W-4 tax form is simple: it is used by your employer to withhold the proper amount of federal income tax from your paycheck.

If you need assistance with completing your W-4 tax form, please contact the IRS at www.irs.gov or (202) 803-9000 or seek guidance from a parent or guardian. The Office of Youth Programs is prohibited from providing guidance on how to complete your tax form; we will only ensure that your W-4 tax form is completed. Applicants MUST complete the W-4 tax form by Saturday, February 27, 2021.

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Payroll Problem Resolution

If you think you have been paid incorrectly, don't panic or stop reporting to work. Just follow these steps:

Step 1: Double check to see if there is an actual error.

Some instances with your paycheck might resemble a pay problem, but in actuality, your pay is accurate. Some common things that can cause confusion are:

- Forgetting about a holiday. You will not be paid for Monday, July 5, 2021
- Forgetting about taxes. All youth will have taxes withheld
- Forgetting about days you were absent or forgetting to sign in and out each day. You will only be paid for hours you actually worked
- Forgetting which weeks are included in the pay period
- Refer to the pay schedule to identify which weeks are included for each pay day

Step 2: If there is a dispute in hours worked or time recorded, you should do the following:

1. Notify your Supervisor as soon as possible in order to address the issue.
2. Once your Supervisor confirms the issue and reports it, you will receive your correct pay within 48-72 hours.
3. If you and your supervisor disagree, call the MBSYEP Support Center directly at 202-698-3492 or email summerjobs@dc.gov to report the pay problem to MBSYEP staff.

The MBSYEP office will investigate all reported pay disputes by contacting Worksite Supervisors to collect information, confirm hours, and determine the resolution. Supervisors must report payroll issues in the Time Management System (TMS). TMS can be used to report instances in which youth have not received timely pay or believe they were paid less than the total hours worked. Once a pay dispute is confirmed by the Supervisor, DOES will resolve the pay issue within 48-72 hours.

If your pay issue is verified and resolved by your Supervisor, any additional funds owed to you will be added to your MBSYEP VISA Debit Card or to the bank account you provided.

MBSYEP Policies and Procedures

As a participant in 2021 MBSYEP, you must obey the rules and regulations, as well as those assigned by your Supervisor at your job site.

All youth are expected to adhere to the following rules:

- Know your Supervisor's name and telephone number and the office location. If you are going to be absent or late, contact your Supervisor.

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- Know your assigned work hours and stick to them. Report to work on time and sign in and out each day on the timesheet provided by your Supervisor.
- Remain actively engaged in assigned tasks. Ask your Supervisor for additional instructions when you have completed an assignment or need assistance.
- Listen, pay attention, and follow directions.
- Do your best at all times and when in doubt, ask questions.
- Dress appropriately for your work environment. Adhere to the dress code policy provided by your Supervisor.
- Be respectful, courteous, polite, and professional.

Participant Absenteeism

Participants are required to give advance notice of anticipated absences from work, regardless of the reason. If this cannot be done in person, the participant must call the Worksite Supervisor immediately to report the anticipated absence.

Participants can be terminated from their MBSYEP position when:

- The participant is absent more than three (3) consecutive days without communicating with the Supervisor about the anticipated absences.
- The Worksite Supervisor determines the participant has been absent too frequently or is establishing a pattern of absenteeism. Youth may be terminated for missing three (3) consecutive workdays without notifying the Supervisor.

Participants will not be paid for any absences.

Transfers

All requests to transfer from your worksite must first be communicated to your supervisor.

You will be required to complete a Transfer Request Form stating the reason for the transfer from the worksite.

Please do not stop going to work or report to another program or site until the transfer process is complete.

MBSYEP staff will transfer participants when the following circumstances apply:

- Safety issue (e.g. youth must provide a police report, if applicable and possible)
- Health concerns (e.g. youth must provide a written doctor's statement supporting their transfer request)
- Site closure
- Other approved extenuating circumstances

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Participants will NOT be compensated unless they report to the worksite ASSIGNED BY THE MBSYEP. MBSYEP will notify participants in writing once the transfer is received and once it is approved or denied.

Participants are not permitted to report to a work site to which they are not assigned. All work site assignments are visible in the participant portal and designated by the Office of Youth Programs only. A participant's failure to report to the assigned work site will result in forfeiture of pay for days in attendance at the incorrect site.

Termination Procedure

Worksite Supervisors may request that a participant be terminated from the worksite; however, they must ensure that all incidents leading to termination are documented and submitted to MBSYEP staff and the Employer/Host Coordinator.

If the Employer/Host Coordinator determines that termination is appropriate, they will complete a Termination Request Form. MBSYEP staff will email an official termination notice to the participant.

In the event of a termination for violent or illegal behavior, youth must be dismissed from the worksite. The Office of Youth Programs conducts the official dismissal.

If a participant believes the termination was wrongful, the participant may contact the MBSYEP office at 202-698-3492 to schedule an appointment with a representative.

Participants may face termination from the worksite for any of the following reasons:

- **Illegal Drugs:** Possession, sale, or use of illegal drugs, including marijuana or alcohol while on the job – this could lead to legal action.
- **Excessive Absenteeism:** Failure to report to work for three (3) consecutive work days without prior approval.
- **Disruptive Behavior:** Fighting, physical or verbal, cyber assaults/cyber-bullying, or any act that endangers the well-being of coworkers – this could lead to legal action.
- **Theft:** Stealing property from the worksite, employees, or other participants – this could lead to legal action.
- **Falsifying Documents:** Falsifying your time records or those of other youth employees, signing another participant's time record, or attempting to pick-up or use another participant's debit card or personal identification number (PIN).
- **Insubordination:** Refusal to adhere to MBSYEP or the worksite's rules and regulations.
- **Harassment:** Verbal, sexual, or physical harassment – this could lead to legal action.

MBSYEP will notify participants in writing once the Termination Request Form is received and once it is approved or denied.

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Grievance Procedure Policy

MBSYEP participants are protected from any kind of discrimination in the workplace, including sexual harassment, gender identity and expression discrimination, other forms of harassment, and hostile work environment.

MBSYEP provides a process by which the complaints or grievances of participants will be impartially aired and addressed. MBSYEP participants are protected by the D.C. Human Rights Act of 1977.

Participants who believe that they have been exposed to discrimination or that they have been unfairly treated should follow the procedures outlined below:

1. Discuss the issue with the Worksite Supervisor or Employer/Host Coordinator.
2. Prepare a written statement that describes the alleged incident.
3. If the issue is not resolved or if the issue involves the Supervisor, contact the MBSYEP Support Center at 202-698-3492.
4. The Program Liaison and MBSYEP Monitor will work to resolve the grievance.

Lunch Break Policy

Participants are permitted to take one (1) 30-minute, unpaid lunch break. It is the responsibility of the Worksite Supervisor to implement a break/lunch break policy for their respective work-sites. This policy should be communicated to all participants during their orientation session on the first day of work.

For example, a 14 year old could work from 9:00 am until 1:30 pm and would be paid for four (4) hours of work.

Inclement Weather Policy

The Worksite Supervisor is required to monitor weather reports from qualified sources (e.g. newspaper, radio station, and television news or weather service). When outdoor temperatures are 95 degrees Fahrenheit or higher, the Supervisor is required to make special allowances for MBSYEP participants working outdoors (e.g. youth working outdoors must be allotted 10 minutes per work hour for a rest period in a shaded area with an adequate supply of water).

The participant will be compensated for this time. It should not be reflected on the time sheet or in the time keeping system.

In the event that the District is experiencing a Code Red day, as determined by the appropriate authorities, outdoor work and activities must be cancelled. If there are no suitable indoor work activities, consult with your supervisor for further instructions. If youth do not report to work on a Code Red day and activities are subsequently cancelled, they will not be compensated for the day.

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Gender Identity & Expression

The D.C. Human Rights Act prohibits discrimination against a person in employment, housing, public accommodations, or educational institutions on the basis of that person's actual or perceived gender identity or expression. The D.C. Human Rights Act defines gender identity or expression as "gender-related identity, appearance, expression, or behavior of an individual, regardless of the individual's assigned sex at birth."

As it relates to employment, the Human Rights Act bars unlawful discriminatory practices, including the following:

- Failing to hire or promote;
- Engaging in disparate treatment;
- Engaging in unlawful termination and transfers;
- Engaging in verbal or physical harassment;
- Creating a hostile environment, in-person or virtually;
- Failing to make a reasonable accommodation when requested by the employee; and
- Denying access to restrooms and other gender-specific facilities that are consistent with the employee's gender identity or expression.

Harassment and Hostile Work Environments

All harassment and actions that create a hostile environment, in-person or virtually, based on gender identity or expression shall be prohibited. The following behaviors may constitute evidence of unlawful harassment and hostile environment:

- a. Deliberately misusing an individual's preferred name, form of address, or gender-related pronoun;
- b. Asking personal questions about an individual's body, gender identity or expression, or gender transition;
- c. Causing distress to an individual by disclosing to others that the individual is transgender; and
- d. Posting offensive pictures or sending offensive electronic or other communications.

Coronavirus 2019 (COVID-19)

General Guidance for the Public

This guidance serves to provide Phase two recommendations to the general public. These recommendations should be followed to help protect other individuals, members of your family, and the community. Please be sure to regularly visit coronavirus.dc.gov to get the most up-to-date information.

Stop the spread of COVID-19

- Stay at home if you are feeling unwell.
- Practice social distancing. Keep 6 feet of distance between you and other people who are not in your household.

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- Wear a cloth face covering when around other people who are not from your household. A cloth face covering is not a substitute for physical distancing.
- If you are unable to wear a cloth face covering, maintain 6 feet of distance between you and others.
 - ◆ Masks are not recommended for children under two and those who experience difficulty breathing with masks.
- Wash your hands with soap and water frequently or use a hand sanitizer that contains at least 60% alcohol and is store-bought (do not make your own).
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- If visiting with members of another household:
 - ◆ Meet outdoors whenever possible
 - ◆ Make sure no one has been sick or around someone who was sick in the last two weeks
 - ◆ Maintain six feet from people from other households when possible
 - ◆ Wear a cloth face covering
 - ◆ Encourage guests to bring their own food
 - ◆ Avoid sharing food, utensils, and other items
 - ◆ Wash hands frequently and at the end of the visit
 - ◆ Keep a list of guests.
- Clean and disinfect frequently touched objects and surfaces at least daily. Make sure you clean visible dirt with soap and water before you disinfect. For more information, visit www.cdc.gov/coronavirus

Prepare for Possible Illness

- Create a list of local organizations you and your household can contact in case you need access to information, healthcare services, support, and resources. Consider members of the household that may be at greater risk, such as older adults and individuals with chronic health conditions. Guidance for older adults and individuals with chronic health conditions is available at coronavirus.dc.gov.
- Create an emergency contact list, including someone who can take care of your children or pets in your absence.
- Choose a room or area in your house that can be used to separate sick household members from others as much as possible.
- Coronavirus 2019 (COVID-19): Guidance for the General Public Last updated: June 17, 2020 Page 1 of 2

Outdoor activities are preferred over indoor, however it is important to understand that interacting with more people in any setting raises your risk, so it is important to follow social distancing and cloth face covering recommendations.

- Contact your healthcare provider to ask about obtaining extra necessary medications to have on hand. Consider using mail-order or pharmacy delivery services.
- Be sure you have over-the-counter medicines and medical supplies (tissues, etc.) to treat fever and other symptoms. Most people will be able to recover from COVID-19 at home.
- Have enough household items and groceries on hand so that you will be prepared in the event that you need to stay home while you or someone in your household is sick. When shopping, buy only what you need and avoid hoarding.

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- Take care of the emotional health of your household members, including yourself. Stay in contact with others by phone or email.
- Check coronavirus.dc.gov to find resources for DC residents.
- Sign up for the latest news and updates from DC Homeland Security and Emergency Management Agency (HSEMA) at AlertDC: hsema.dc.gov

Monitor your health

- Be alert for symptoms of COVID-19.
- Symptoms may include: fever (subjective or 100.4 degrees Fahrenheit), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or otherwise feeling unwell.

If you develop symptoms:

- Stay at home, and limit close contact (at least 6 feet of distance) with others.
- Stay in a separate room and use a separate bathroom from others in your household.
- Avoid sharing personal items.
- Do not go to work. If possible, use sick leave or telework.
- Avoid public transportation, ride-sharing, or taxis, unless necessary.
- If you need to be evaluated for COVID-19, consult with your healthcare provider. Call ahead and let them know of your symptoms.
- Information on other options for COVID-19 testing are also available at coronavirus.dc.gov/testing.
- Call 911 if you have a medical emergency such as difficulty breathing, shortness of breath, persistent pain or pressure in the chest, new confusion, or inability to arouse, bluish lips or face.
- Stay informed about the local COVID-19 situation. Please be sure to regularly visit coronavirus.dc.gov to get the most up-to-date information.

Whom do I contact for more information?

MBSYEP dates and information are subject to change. For the most up-to-date information about 2021 MBSYEP, please visit: www.summerjobs.dc.gov.

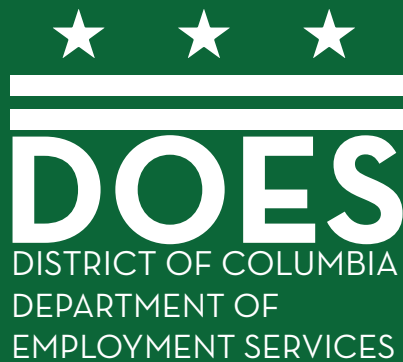
If you have additional questions or need help completing your application, contact us at:

DC Department of Employment Services Office of Youth Programs
Mayor Marion S. Barry Summer Youth Employment Program
4058 Minnesota Avenue NE, Second Floor Washington, DC 20019
202-698-3492 (office)
202-698-5813 (fax)
summerjobs.dc.gov

We look forward to working with you!

Follow us on twitter [@MBSYEP](https://twitter.com/MBSYEP)

DOES is an Equal Opportunity Employer/Provider. Language interpretation services are available without cost. Auxiliary aids and services are available upon request for individuals with disabilities.



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