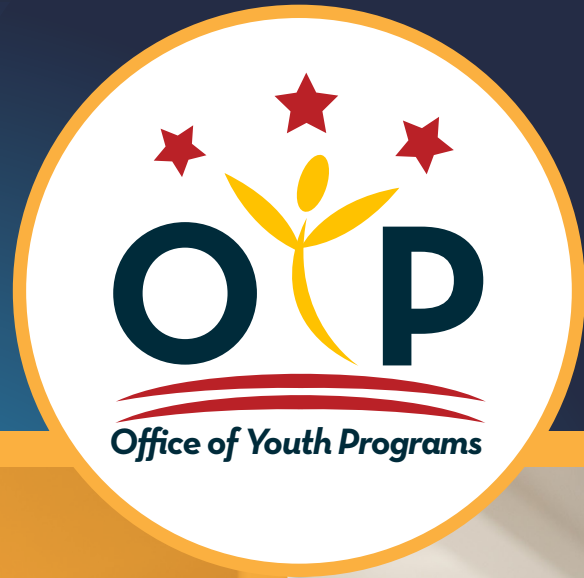


# HSIP

HIGH SCHOOL  
INTERNSHIP PROGRAM



# 2024 - 2025 YOUTH AND PARENT INFORMATION PACKET



DISTRICT OF COLUMBIA  
DEPARTMENT OF  
EMPLOYMENT SERVICES

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DC GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR



## Contents

What is the School Year Internship?	1
When is HSIP?	1
Is participation in HSIP limited?	1
How do I apply for HSIP?	2
What if I don't have Internet access at home?	2
What happens after I complete the online application?	2
What are the expectations for youth participants?	3
Can college students participate in HSIP?	3
How do I get HSIP updates after I apply?	3
How will I be matched to an internship?	4
How will participants get paid?	4
Payroll Information	5
Payroll Problem Resolution	7
HSIP Policies and Procedures	7
Who do I contact for more information?	11



## What is the School Year Internship?

The High School Internship Program (HSIP) is a locally funded initiative sponsored by the Department of Employment Services (DOES). HSIP provides District youth ages 14 to 21 who are in grades 9-12 with school year intern experiences through subsidized placements in the private and government sectors.

### HSIP strives to provide young people with the opportunity to:

- Earn money and gain meaningful internship experience;
- Learn and develop the skills, attitudes, and commitment necessary to succeed in today's world of work;
- Gain exposure to various career industries;
- Interact with dynamic working professionals in a positive work environment;
- Explore opportunities beyond high school, post-secondary education, entrepreneurship, financial literacy and college acceptance plans; and
- Engage with 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 internship opportunities for youth during the school year.

This year's program will be administered by semesters, fall and spring. During the application period, Interns may select which semester best suits their needs. Applicants should consider extra-curricular activities, course loads and graduation requirements when selecting their preferred semester. Interns will not be able to participate in both semesters.

Below are the important dates for each semester:

**Fall Term: October 1, 2024 - January 31, 2025**

**Spring Term: February 3, 2025 - May 31, 2025**

## When is HSIP?

HSIP will begin on Tuesday, October 1, 2024, and end on Saturday, May 31, 2025. (Youth are not paid for recognized holidays. See Page 9.)

## Is participation in HSIP limited?

Yes, participation in HSIP is limited. We encourage youth to apply early and comply with all posted deadlines and eligibility requirements. HSIP will provide internships for District youth enrolled in grades 9-12, and ages 14 to 21 on a first come, first served basis.

Completing an application does not guarantee enrollment into the program. DOES will provide eligible youth with an official enrollment letter if they submit all required documents by the specified deadlines and meet all eligibility criteria.

The enrollment letters will include your internship assignment.



## How do I apply for HSIP?

Applications must be completed online at our website [summerjobs.dc.gov](https://summerjobs.dc.gov), under the HSIP tab.

The online application will be available at 12:00 p.m. on Wednesday, May 1, 2024. Applications will be processed on a first come, first served basis and must be received by Friday, June 14, 2024, at 11:59 p.m.

### **Space is limited, youth are encouraged to apply early!**

To complete the application, you will need to provide your full Social Security Number, and valid email address. Youth can obtain an email account from providers listed below.

- Google/Gmail - [gmail.com](https://gmail.com)
- Yahoo - [yahoo.com](https://yahoo.com)

Applicants must have their own email addresses.

## 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 at [youthjobs@dc.gov](mailto:youthjobs@dc.gov) or 202-698-3492 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: CERTIFICATION PROCESS**

To become certified for 2024-2025 HSIP, you must complete the following tasks:

1. Complete the HSIP W-4 tax form in your youth portal.
2. Complete the HSIP "My Banking Quiz" in your youth portal.  
**IMPORTANT: Failure to complete tasks 1 & 2 by Saturday, August 17, 2024, will result in exclusion from HSIP.**
3. Submit all eligibility documents by your assigned date and time.  
DOES will assign your HSIP 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, August 17, 2024.**

**IMPORTANT: Prospective participants will have the opportunity to submit the required documentation virtually or in-person during a scheduled Certification event.**

**Failure to complete task 3 by Saturday, August 17, 2024, will result in exclusion from HSIP. 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 HSIP Youth Portal once all the required documents are received, and the information submitted is verified. **\*\*The verification process may take an 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 HSIP Youth Portal at [www.summerjobs.dc.gov](http://www.summerjobs.dc.gov) for a list of documents certifying eligibility.

**If you do not complete the required steps by the posted deadlines, you will forfeit your space in the 2024-2025 HSIP.**

## What are the expectations for youth participants?

HSIP is not a program where youth just “sign up” and get a check. Once you are certified as eligible to participate and receive your internship assignment, you will be expected to report to your internship as scheduled and follow all rules established by your supervisor.

You are expected to be active, engaged and always put forth your best effort while at the internship. If you are unable to maintain good standing with your host site, you will be subject to termination from the program. You can be potentially excluded from participation in HSIP in future years.

## Can college students participate in HSIP?

No, college students are not permitted to participate in HSIP.

## How do I get HSIP updates after I apply?

When applying for HSIP, you will be asked to enter your email address and create a password. Make sure you choose a password that you can remember. You will need the password to log into your HSIP Youth Portal.

The Youth Portal is a great place to get firsthand information about HSIP. Log in regularly to receive important updates about additional steps that are required before the start of HSIP.

Throughout HSIP, you may log in and see your total hours interned, and you will be able to track your performance.



## How will I be matched to a internship?

Host sites can screen, interview, and select specific youth from our eligible applicant pool.

Eligible youth applicants can access an online database to view and apply for specific internships. Host sites can access a database that lists all eligible youth and shows all youth who have applied for their posted internship positions.

Host sites will be able to view youth resumes and contact information to conduct telephone interviews. It is important that youth use the resume tool in the portal to create an effective resume.

Youth will be matched based on host sites' selections and the interests they list on their online application by Sunday, September 15, 2024. It is important to spend time on your resume and carefully answer the questions about career interests.

## How will participants get paid?

### Debit Cards and Direct Deposit

All youth have the option to use direct deposit with their existing or 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. Youth ages 18-21 can elect to sign up for a regular banking account through one of our trusted banking institutions or use their own personal accounts previously established.

**\*Youth are prohibited from using CashApp, Venmo, Zelle and Chime as their direct deposit accounts.**

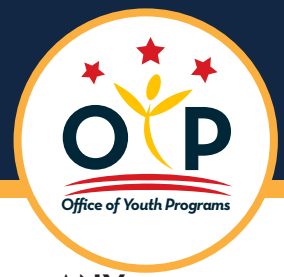
### Important Information about your US Bank VISA Debit Card

- New Participants will be issued a US Bank VISA Debit Card directly from US Bank.
- Returning Participants will not receive a new US Bank VISA Debit Card. Youth should use their bank card from the previous year.
- You will receive your US Bank VISA Debit Card in the mail to the address you provided on your HSIP 2024 application. If this address changes after October 1, 2024, you must come into our office (OYP, 4058 Minnesota Avenue, NE, Suite 2100, Washington, DC 20019) to prove your updated DC residency.
- Your pay will be deposited into an independent account associated with your personal US Bank VISA Debit Card.
- To use your US Bank VISA Debit Card, you must first activate it by following the directions in your card package.
- The US Bank 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.

*\*see addendum to US Bank Card Visa Debit Card Disclosure Form on page 12*

# OFFICE OF YOUTH PROGRAMS

## HIGH SCHOOL INTERNSHIP PROGRAM



If you do not have your US Bank VISA 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 Cardholder Services at 1-877-474-0010. Issuer Statement: The US Bank Focus Card is issued by US Bank National Association pursuant to a license from Visa U.S.A. Inc. (c)2023 U.S. Bank. Member FDIC.

## Payroll Information

### Time, Attendance, and Payroll

All HSIP participants will be compensated for time interned up to the maximum allowable hours permitted. Interns cannot make up intern hours and will not receive pay for observed holidays. Interns will see a reduction in hours for the weeks that include an observed holiday.

### Pay Rate and Maximum Intern Hours By Age Group

AGES	PAY RATE/HOUR	MAXIMUM HOURS
14-21 years	\$10.00	8 hours per week

### 2025 Pay Dates

Pay Period	Pay Date
Pay Period 1 (10/01/2024-10/05/2024)	Friday, October 18, 2024
Pay Period 2 (10/06/2024-10/19/2024)	Friday, November 1, 2024 *
Pay Period 3 (10/20/2024-11/02/2024)	Friday, November 15, 2024
Pay Period 4 (11/03/2024-11/16/2024)	Friday, November 29, 2024*
Pay Period 5 (11/17/2024-11/30/2024)	Friday, December 13, 2024*
Pay Period 6 (12/01/2024-12/14/2024)	Friday, December 27, 2024
Pay Period 7 (12/15/2024-12/28/2024)	Friday, January 10, 2025*
Pay Period 8 (12/29/2024-01/11/2025)	Friday, January 24, 2025*
Pay Period 9 (01/12/2025-01/25/2025)	Friday, February 7, 2025*
Pay Period 10 (01/26/2025-02/08/2025)	Friday, February 21, 2025
Pay Period 11 (02/09/2025-02/22/2025)	Friday, March 7, 2025
Pay Period 12 (02/23/2025-03/08/2025)	Friday, March 21, 2025
Pay Period 13 (03/09/2025-03/22/2025)	Friday, April 4, 2025
Pay Period 14 (03/23/2025-04/05/2025)	Friday, April 18, 2025
Pay Period 15 (04/06/2025-04/19/2025)	Friday, May 2, 2025
Pay Period 16 (04/20/2025-05/03/2025)	Friday, May 16, 2025
Pay Period 17 (05/04/2025-05/17/2025)	Friday, May 30, 2025
Pay Period 18 (05/18/2025-05/31/2025)	Friday, June 13, 2025*

Some pay periods include a holiday. Youth will not be permitted to intern on nationally recognized holidays and will not be permitted to make up this day. See holidays below:

# OFFICE OF YOUTH PROGRAMS HIGH SCHOOL INTERNSHIP PROGRAM



Holiday	Date
Indigenous Peoples' Day	Monday, October 14, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Day	Wednesday, January 1, 2025
Dr. Martin Luther King, Jr.'s Birthday	Monday, January 20, 2025
President's Day	Monday, February 17, 2025
D.C. Emancipation Day	Wednesday, April 16, 2025
Memorial Day	Monday, May 26, 2025

## Important Information about Getting Paid

- Your pay will be based on the paper timesheet you sign in and sign out on each day.
- You will be required to sign the weekly timesheet to confirm the recorded hours' accuracy.
- You will only be paid for the time that you interned.
- You will not be paid for observed holidays outlined above. In this case you will receive 6 hours for the week a holiday falls in.
- You will not be paid for days or hours you did not intern.
- On payday, your pay will be deposited on your US Bank VISA Debit Card or into your bank account.

Participants are not permitted to use CashApp, Venmo, Zelle, and Chime accounts for direct deposit.

## W-4 Tax Form Information

All HSIP 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 [irs.gov](https://www.irs.gov) or (202) 803-9000 or seek guidance from a parent or guardian. The Office of Youth Programs is excluded from providing guidance on how to complete your W-4 tax form: we will only ensure that your W-4 tax form is completed. Applicants **MUST** complete the W-4 tax form by August 17, 2024.





## Payroll Problem Resolution

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

### **Step 1: Double check to see if there really is an error.**

Some things with your paycheck might lead you to believe you have a pay problem, but your pay is accurate. Some common things that can cause confusion are:

- Forgetting about a holiday. You will not be paid for the holidays listed on page 8.
- 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 interned.
- Forgetting about your pay for the most recent two (2) weeks that you interned. Please refer to the pay schedule to identify which weeks are included for each pay day.

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

1. Notify your supervisor as soon as possible to address the issue.
2. Once your supervisor confirms and reports the issue, you will receive your correct pay within 48-72 hours.
3. If you and your supervisor disagree, call the HSIP Support Center directly at 202-698-3492 to report the pay problem.

The HSIP office will investigate all reported pay disputes by contacting your supervisor 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 where youth have not received timely pay or believe they were paid less than the total hours interned. Once the supervisor confirms a pay dispute, DOES will resolve the pay issue within 48-72 hours.

If your supervisor verifies and resolves your pay issue, any additional funds owed to you will be added to your HSIP US Bank VISA Debit Card or the bank account you provided.

## HSIP Policies and Procedures

As a participant in 2024-2025 HSIP, you must obey program rules and regulations assigned by your supervisor at your internship

### **Additionally, all youth are expected to adhere to the following rules:**

- Know your Supervisor's name, telephone number, and office location. If you are going to be absent or late, contact your Supervisor.
- Know your assigned internship hours and stick to them. Report to your internship 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.
- Always do your best and when in doubt, ask questions.
- Dress appropriately for your internship 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 regardless of the reason. If this cannot be done in person, the participant must call the supervisor immediately to report the anticipated absence.

**Participants can be terminated from their HSIP position when:**

- The participant is absent more than three (3) consecutive days without communicating with the supervisor about the anticipated absences.
- The supervisor determines the participant has been absent too frequently or is establishing a pattern of absenteeism.

Participants will **not** be paid for any absences.

### **Transfers**

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

You must complete a Transfer Request Form stating the reason for the transfer from the host site.

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

**HSIP staff will transfer participants when the following circumstances apply:**

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

**Participants will NOT be compensated unless they report to the internship ASSIGNED BY THE HSIP. HSIP 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 host site to which they are not assigned. All host site assignments are visible in the participant portal and designated by OYP only.

A participant's failure to report to the assigned host site will result in forfeiture of pay for days in attendance at the incorrect site.

## Termination Procedure

Supervisors may request that a participant be terminated from the internship; however, they must ensure all incidents leading to termination are documented and submitted to HSIP staff.

If the program staff feels termination is appropriate, they will complete a Termination Request Form. HSIP 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 internship. The Office of Youth Programs conducts the official dismissal.

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

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

- **Drugs:** Possession, sale, or use of illegal drugs, including marijuana or alcohol while on the internship – this could lead to legal action.
- **Excessive Absenteeism:** Failure to report to internship on three (3) consecutive intern days without prior approval.
- **Disruptive Behavior:** Fighting; physical, verbal or 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 site, employees, or other participants could lead to legal action.
- **Falsifying Documents:** Falsifying your time records or those of other youth employees; signing another participant's time record; attempting to pick-up or use another participant's debit card or personal identification number (PIN).
- **Insubordination:** Refusal to adhere to HSIP or the internship's rules and regulations.
- **Harassment:** Verbal, sexual, or physical – this could lead to legal action.

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

## Grievance Procedure Policy

HSIP participants are protected from discrimination on the internship, including sexual harassment, gender identity and expression discrimination, other forms of harassment, and a hostile internship environment.



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

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

1. Discuss the issue with the Supervisor or HSIP staff.
2. The participant should prepare a written statement that describes the alleged incident.
3. 3. If the issue is not resolved or if the issue involves the Supervisor, contact the HSIP Support Center at 202-698-3492.
4. The Program Liaison and HSIP Monitor will work to resolve the grievance.

### **Inclement Weather Policy**

The 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 HSIP participants interning outdoors (e.g., youth interning outdoors must be allotted ten (10) minutes per intern 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 timesheet or in the timekeeping system.

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

### **Gender Identity & Expression**

The D.C. Human Rights Act prohibits discrimination against a person in employment, housing, public accommodations, or educational institutions based on 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, based on gender identity or expression, shall be prohibited. The following behaviors may constitute evidence of unlawful harassment and a 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.

## Who do I contact for more information?

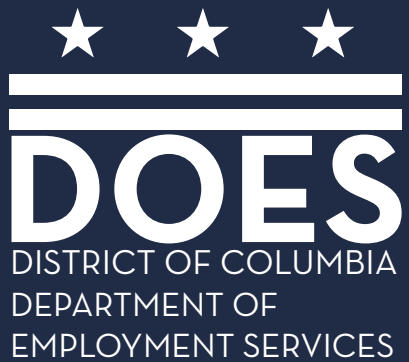
HSIP dates and information are subject to change. For the most up-to-date information about 2024-2025 HSIP, please visit: [summerjobs.dc.gov](https://summerjobs.dc.gov)

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

DC Department of Employment Services  
Office of Youth Programs - High School Internship Program  
4058 Minnesota Avenue NE, 2nd Floor  
Washington, DC 20019  
202-698-3492 (office)  
202-698-5813 (fax)  
[youthjobs.dc.gov](https://youthjobs.dc.gov)

## We look forward to working with you!

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.



OFFICE OF YOUTH PROGRAMS

**High School Internship Program**

4058 Minnesota Avenue NE, Second Floor Washington, DC 20019

**Phone:** 202-724-7000 | **Fax:** 202-673-6993 | [does.dc.gov](http://does.dc.gov)