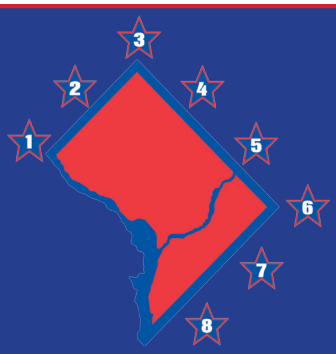
SYEP 2012

Mayor Vincent C. Gray's One City Summer Youth Employment Program



Youth and Parent Information Packet

The Department of Employment Services 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.

District of Columbia Department of EMPLOYMENT SERVICES

Government of the District of Columbia
Vincent C. Gray, Mayor

Department of Employment Services
Lisa María Mallory, Director

What is the Summer Youth Employment Program (SYEP)?

The Summer Youth Employment Program (SYEP) is a locally funded initiative sponsored by the Department of Employment Services (DOES) that provides District youth ages 14 to 21 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors.

Through SYEP, we strive 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 world of work;
- Gain exposure to various exciting career industries; and
- Interact with dynamic working professionals in a positive work environment.

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

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 the SYEP?

This year, SYEP will begin on Monday, June 25, 2012 and will end by Friday, August 3, 2012. (Wednesday, July 4 is observed as a holiday, and youth will not be paid for this day).

Is space availability limited this year?

SYEP will provide jobs for District youth between the ages of 14-21 years old on a first-come, first-served basis. This year, space is limited, and we encourage you to apply early and comply with all posted deadlines and eligibility requirements.

Completing an application does not guarantee that you will receive a job this summer. DOES will provide you with an official job assignment notice if you are eligible to participate and space is available.

How do I apply to for the SYEP?

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

The online application will be available beginning Friday, January 27, 2012 at 3:15pm. Applications will be processed on a first-come, first-served basis and must be received by no later than Friday, February 17, 2012. Space is limited, so apply early!

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 an email address of your own, you can obtain a free email account from a variety of different email providers. Here are three sites where you can go to open up a free email account:

- Google/Gmail - www.gmail.com
- Yahoo – www.yahoo.com
- AOL – www.aol.com

Once the program reaches capacity, you will see a message at the top of the application. Even if space fills up, we encourage you to complete an application. This will allow us to reach out to you if additional space becomes available.

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

You can apply for the SYEP from any computer with a working Internet connection. All applications must be completed online at our website www.summerjobs.dc.gov.

If you do not have Internet access at home, we encourage you to use the computers at your school, your local recreation center, your local library, or any DC Works! Career Center location. We have also posted on our website a list of locations throughout the city where you can access the Internet.

When the SYEP application becomes available on Friday, January 27, 2012, we will be hosting a special event to make sure everyone has a fair opportunity to apply. We will have staff on hand to assist you with your application and computers available for you to use until midnight!

More information about our Midnight Madness Kick-Off event is included below:

DATE: Friday, January 27, 2012

TIME: 3:15 pm – 12:00 midnight

LOCATION: DC Department of Employment Services
Community Room
4058 Minnesota Avenue, NE
(right next to the Minnesota Avenue Metro Station)

Attendance at this event is not mandatory. You can complete an application from any computer with an Internet connection by visiting www.summerjobs.dc.gov. If you do choose to attend the Midnight Madness Kick-Off event, you may also bring the documents you need to prove your eligibility, A list of the documents you need can be found on our website.

What happens after I complete the online application?

After you complete the online application, you will be required to bring us documents to prove that you are eligible to participate in SYEP. You are invited to attend one of our SYEP Eligibility Certification Events.

These events will be held on evenings and weekends in locations throughout the city. Please check our website for the Calendar of SYEP Eligibility Certification Events. We will also send you email reminders when there are events scheduled in your neighborhood; however, you are welcome to attend any of the events on the calendar.

You will be able to log into your SYEP Youth Portal using the email address and password you created when you completed your application. The SYEP Youth Portal will show you exactly which documents you need to submit. For security purposes, you must keep your email address and password in a secure location. It is encouraged that you memorize your email address and password, because you will need it to access key program information throughout the application process and during the summer.

You must submit all required documents by no later than Saturday, March 17, 2012 in order to secure your space in SYEP.

After you have submitted all of your required documents, you will be required to complete several important tasks prior to the start of the program in order to maintain your space. DOES will work with you to ensure that you submit a resume or self-profile, participate in an in-person soft skills training, and apply for specific job opportunities that are of interest to you. **If you do not complete the required steps by the posted deadlines, you could potentially forfeit your space in the 2012 SYEP.**

Can college students participate in SYEP?

College students who are DC residents between the ages of 14-21 are permitted to apply for the SYEP. College students, like all applicants, must apply online at www.summerjobs.dc.gov.

All applicants are required to submit their eligibility documents by the Saturday, March 17, 2012 deadline. If you are a DC resident who attends college outside of the DC Metro Area and you are unable to submit your eligibility documents at one of our SYEP Eligibility Certification Events by Saturday, March 17, then please contact us as soon as possible at 202-698-3492.

How do I get program updates after I apply?

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

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

Once your application has been fully approved, your SYEP Youth Portal will display information about your job assignment. Throughout the course of the program, 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?

Host employers will have the ability to screen, interview, and select the specific youth from our eligible applicant pool who they would like to hire for their agency/organization.

Beginning on Monday, April 2, 2012, eligible youth applicants will be able to access an online database to view and apply for specific jobs that they are interested in. Employers will be able to access a database that lists all eligible youth and shows all youth who have applied to 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 SYEP 2012 Career Exploration Fair on Thursday, April 5, 2012 and Friday, April 6, 2012 (location TBA). 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 make selections of youth who they have a strong interest in hiring.

Employers will have until Saturday, May 5, 2012 to make their final hire selections.

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

What are the expectations for youth participants?

SYEP 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 attend your worksite daily and to follow all rules established by your employer.

You are expected to be active, engaged, and to 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 potentially can be excluded from the SYEP in future years.

How will youth participants get paid?

All participants in the 2012 SYEP who are 16-21 years old will be paid the federal minimum wage of $7.25/ hour. All participants in the 2012 SYEP who are 14-15 years old will be paid a stipend of $5.25/ hour. All wages are fully paid by DOES.

Participants will only be compensated for time worked up to the maximum number of hours permitted by the program. Youth will not be paid for any additional hours worked per week.

- Youth ages 14-15 will be permitted to work up to 20 hours per week.
- Youth ages 16-21 will be permitted to work up to 25 hours per week.

Once your application is approved, a VISA Debit Card will be mailed directly to your home. Youth over the age of 18 will also have the option to sign up for direct deposit with a banking institution. More information about direct deposit will be available in the SYEP Youth Portal.

The tentative pay dates for SYEP 2012 are as follows:

PAY PERIOD	PAY DATE
Pay Period 1 (June 25 –June 30)	Wednesday, July 11, 2012
Pay Period 2 (July 1 –July 14)	Wednesday, July 25, 2012
Pay Period 3 (July 15 –July 28)	Wednesday, August 8, 2012
Pay Period 4 (July 29 –August 4)	Wednesday, August 15, 2012

Whom do I contact for more information?

Program dates and information are subject to change. For the most up-to-date information about SYEP 2012, please visit:

www.summerjobs.dc.gov

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

DC Department of Employment Services
Office of Youth Programs
Summer Youth Employment Program
4058 Minnesota Avenue NE, 2nd Floor
Washington, DC 20019
202-698-3492 (office)
202-698-5813 (fax)
www.youthjobs.dc.gov

We are looking forward to working with you!

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