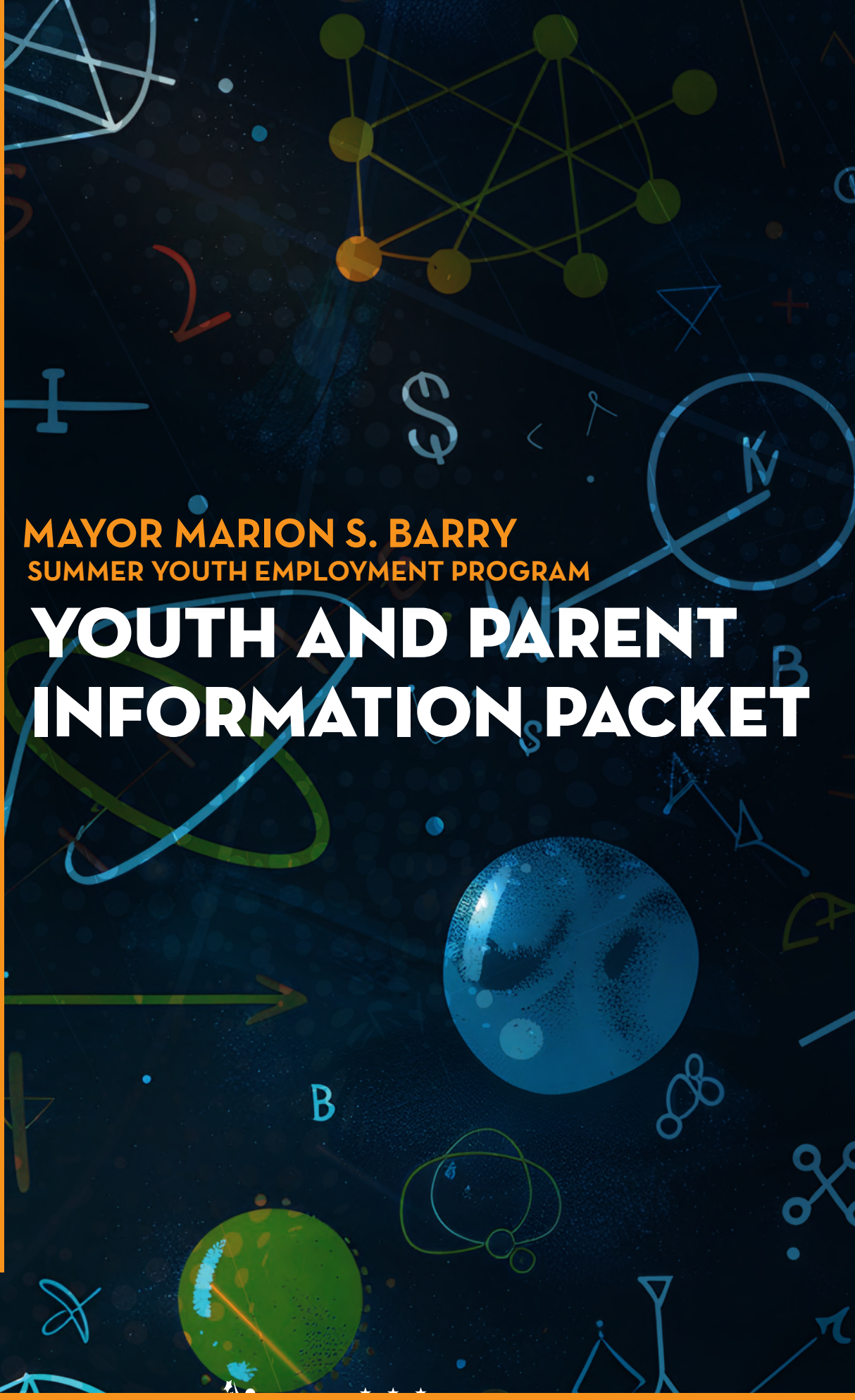
2026

MAYOR MARION S. BARRY
SUMMER YOUTH EMPLOYMENT PROGRAM

YOUTH AND PARENT INFORMATION PACKET



#MBSYEP2026

DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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2026 MBSYEP Program Overview

Managed by the DC Department of Employment Services (DOES), the Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP) is a locally funded initiative that provides District youth ages 14 to 24 with an enriching summer employment experience through subsidized placements in the public and private sectors.

MBSYEP provides a transformative 6-week experience for over 10,000 District youth from June 29 to August 7, 2026. Participants will engage in a dynamic program focused on:

- High-quality workforce and leadership development
- Impactful civic engagement opportunities
- Comprehensive career exploration activities

Through this immersive experience, District youth will gain exposure to high-growth and in-demand careers, preparing them for future success and connecting them to exciting opportunities.

What to Expect

Participants can expect a fun, engaging, and transformative summer while gaining valuable work experience and earning compensation for successful participation at their assigned worksite. To participate in MBSYEP, District youth must complete three essential steps (Steps 1 through 3):

Step 1: MBSYEP Application (January 26 – March 6, 2026)

Complete the online application, including selecting your top three career interests, Banking Quiz and W-4 information, at summerjobs.dc.gov.

Step 2: Submission of Eligibility Documents (January 26 –March 28, 2026)

Submit eligibility documents either virtually through the Youth Portal or in person at an MBSYEP Certification event.

Step 3: MBSYEP Orientation (April 4 – May 22, 2026)

Attend an in-person orientation (required for 14–15-year-olds and new participants) or complete it virtually through the Youth Portal (for returning participants).

Step 4: MBSYEP Job Announcements (June 8, 2026)

Login to your Youth Portal to view your host site.

Step 5: MBSYEP – Day 1

MBSYEP participants, do not forget to report to the worksite listed in your Youth Portal on Day 1 of the program. On the first day, be sure to meet with your host site supervisor. Your supervisor will help you become familiar with the company policies and procedures, which will allow you to better understand expectations and how to succeed in your role. Your work experience journey begins here!

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 by the DC 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, 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
- 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 29, 2026 and will end on Friday, August 7, 2026. Friday, July 3, is an observed holiday, and youth will not be paid for this day. Youth are not permitted to work, make up work hours and will not receive pay for the holiday. Youth will see a reduction in hours for that week.

Are there limited slots to participate in MBSYEP?

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 summerjobs.dc.gov.

The online application will be available beginning Monday, January 26, 2026, at 12pm. Applications will be processed on a first-come, first-served basis and must be received by Friday, March 6, 2026. Space is limited, so youth are encouraged to apply early!

- 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, you can obtain a free email account through Google/Gmail at gmail.com.

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

Don't have internet access at home? No problem! You can still apply for MBSYEP in person. Just contact the Office of Youth Programs (OYP) at summerjobs@dc.gov or 202-698-3492 to schedule an appointment.

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 become eligible to receive an MBSYEP placement.

Next Steps: 2026 ENHANCED CERTIFICATION PROCESS

1. To become certified for the 2026 MBSYEP, you must complete the following tasks:
   Submit all eligibility documents by your assigned date and time. You can find the full list of acceptable documents at summerjobs.dc.gov.

   Your MBSYEP certification date and time will be assigned by DOES based on your application date after you have completed step 1 and 2 of the application process. The final day for submitting all eligibility documents is Saturday, March 28, 2026.

   IMPORTANT: Prospective participants will have the opportunity to submit the required documentation in person during a scheduled Certification session. Prospective participants will be invited to an in-person certification session. The option to submit documentation through a virtual process will also be available for college students who are unable to attend an in-person Certification session. Contact summerjobs@dc.gov for more information.

   Failure to complete task 1 by **Saturday, March 28, 2026** will result in exclusion from MBSYEP. You will **NOT** be permitted to participate, and your application will no longer be considered.

2. Complete the MBSYEP W-4 tax form in your MBSYEP Youth Portal.
3. Complete the MBSYEP "My Banking Quiz" in your MBSYEP Youth Portal.
   IMPORTANT: Failure to complete tasks 1 and 2 by **Tuesday, May 26, 2026**, will result in exclusion from 2026 MBSYEP

Don't forget to check your MBSYEP Youth Portal for your certification status. A green check will be visible in your 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 summerjobs.dc.gov.

If you do not complete the required steps by the posted deadlines, you could potentially forfeit your space in the 2026 MBSYEP.

Having a Positive MBSYEP Experience

MBSYEP is a comprehensive program that requires active participation and commitment. It is not just about "signing up" and receiving a check. To ensure a successful experience, you'll need to:

- Complete the 2026 MBSYEP application
- Submit all required eligibility documents
- Complete the mandatory online orientation (in-person orientation is required for 14-15-year-olds and first-time participants).

Once you have completed these steps, you will be certified as eligible to participate and receive your summer job assignment.

Job Expectations

As a participant, you'll be expected to:

- Report to your worksite as scheduled
- Follow all rules established by your employer
- Be active, engaged, and always put forth your best effort while on the job

Important Reminders

Please note that if you are unable to maintain good standing with your employer, you may be subject to termination from the worksite

Can college students participate in MBSYEP?

College students who are DC residents and meet the age requirement for the program are permitted to apply. Like all applicants, college students must apply online at summerjobs.dc.gov, submit the required eligibility documentation and follow all posted deadlines.

The deadline to submit the required documents is Saturday, March 28, 2026.

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, as you will need it to log into your MBSYEP Youth Portal.

The MBSYEP Youth Portal is a great place to get the most current 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 may log in and see your total hours worked and view your pay stub.

How will I be matched to a job?

We are excited to help you find a summer job that aligns with your skills and interests. Here is how our job-matching process works:

Employer Screening and Selection

Employers will have access to our pool of eligible youth applicants and can screen, interview, and select candidates for their job openings.

Youth Application

You'll have the opportunity to:

- Browse our online job database and apply for positions that match skills and interests
- Attend our MBSYEP 2026 Career Expo and Hiring Fair on Friday, April 17, 2026, where youth can meet employers, learn about job opportunities, and participate in on-the-spot interviews
- Showcase your skills and experience by creating a strong resume and thoughtfully answering questions about your career interests

Matching and Placement

Employers will make their selections based on youth applications and resumes. Our team will also consider the interests and skills you have listed on your application to make the best possible matches.

Important Deadlines

Don't forget:

- **Friday, May 15, 2026**, is the deadline for employers and youth to make their final selections.

To increase your chances of getting matched with a job you love, make sure to:

- Spend time crafting a strong resume that highlights your skills and experience
- Carefully answer questions about your career interests and goals

By following these steps, you will be well on your way to a high-quality and enriching summer experience.

How will youth participants get paid?

Direct Deposit

All youth have the option to use direct deposit with their own 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 are prohibited from using CashApp, Venmo, Zelle, Chime or other similar online banking platforms as their direct deposit accounts.

Prepaid Debit Cards

Youth will be issued a prepaid Visa® Debit Card directly from U.S. Bank.

- You will receive your prepaid Visa Debit Card in the mail to the address you provided on your MBSYEP 2026 application.
- Your pay will be loaded into an independent account associated with your personal prepaid Visa Debit Card.
- To use your prepaid Visa Debit Card, you must first activate it by following the directions included in your card package.
- The prepaid Visa Debit Card will allow you to withdraw cash from an Automated Teller Machine (ATM), a local bank or by making purchases at stores that accept this form of payment.

If you received your paycheck through a U.S. Bank card during the 2025 MBSYEP, please keep your card. This card is reloadable and can be used again for future programs, including the 2026 MBSYEP. Keeping your card ensures faster access to your earnings next year - no need to wait for a new one! Store it in a safe place so you are ready to go when the next opportunity comes around.

If you do not receive your prepaid 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 U.S. Bank Cardholder Services at 1-877-474-0010.

Payroll Information

Participants will only be compensated for time worked up to the maximum hours permitted per week 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
16-21 years	$9.00	25
22-24 years	$17.95	30

2026 Pay Dates

PAY PERIOD	PAY DATE
Pay Period 1 (June 29 – July 3)	Wednesday, July 15
Pay Period 2 (July 6 - July 17)	Wednesday, July 29
Pay Period 3 (July 20 – July 31)	Wednesday, August 12
Pay Period 4 (August 3 - August 7)	Friday, August 14

Pay period 1 includes a holiday. Youth will not be permitted to work on Friday, July 3rd and cannot make up the day. Youth will not be paid for Friday, July 3rd.

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 accuracy of the hours recorded.
- You will not be paid for Friday, July 3, because you cannot work on this federally and locally observed holiday.
- You will not be paid for days or hours you did not work.
- On payday, your pay will be deposited on your prepaid VISA Debit Card or into your bank account.

Participants are not permitted to use CashApp, Venmo, Zelle, Chime or similar online banking platforms for direct deposit.

W-4 Tax Form Information

ALL MBSYEP applicants are **REQUIRED** to complete a W-4 tax form. The W-4 tax form 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 Internal Revenue Service at irs.gov or 202-803-9000 or seek guidance from a parent or guardian. By law, the Office of Youth Programs is unable to provide 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 **Tuesday, May 26, 2026**.

Payroll Problem Resolution

If you think you have been paid incorrectly, do not panic, or stop reporting to work. Follow these steps:

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

Participants may believe they have a payroll issue; however, their understanding of pay due might be inaccurate. The following common issues can cause confusion:

1. **Forgetting about Holidays**
   Participants will not receive pay for observed holidays, such as Friday, July 4.
2. **Taxes and Withholding**
   All participants will have taxes withheld from their paychecks, which may affect their take-home pay.
3. **Absent Days and Time Tracking**
   Participants will only be paid for hours worked. Forgetting to sign in and out or not reporting absences can lead to discrepancies in pay.
4. **Pay Schedule and Recent Work Periods**
   The pay schedule outlines which weeks are included in each pay period. Please refer to the schedule to understand which weeks of work are reflected in each paycheck.
5. **Misunderstanding of the Pay Rate**
   Participant pay rate is determined by age and remains the same for the duration of the 6-week program.

Step 2: If there is a dispute of hours worked 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 the issue and reports it, you will receive your corrected pay. Supplemental payments are posted to the payment account on file on Wednesday or Friday.
3. If you and your supervisor disagree, call the MBSYEP Support Center at 202-698-3492 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 should 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 the 2026 MBSYEP, you must obey the rules and guidelines of the program and those assigned by your supervisor at the job site.

All youth are expected to adhere to the following rules:

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

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 or email the Worksite Supervisor immediately to report the anticipated absence.

Participants can be terminated from their MBSYEP position when:

- The participant is absent for 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. 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 you receive official notification that the transfer process is complete.

MBSYEP staff will transfer participants when the following circumstances apply:

- Safety issue (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 worksite ASSIGNED BY 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 worksite that they are not assigned. All work site assignments are visible in the participant portal and designated by the Office of Youth Programs (OYP). Participants will not be paid for reporting to incorrect/unassigned worksites.

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, prior to termination from the worksite.

If the Employer/Host Coordinator feels 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:

- **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 on three consecutive workdays without prior approval
- **Disruptive Behavior:** Fighting, physical, 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; 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 policy and procedures
- **Harassment:** Verbal, sexual, or physical — 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.

Grievances

MBSYEP participants are protected from unlawful discrimination or unlawful harassment on the job, including sexual harassment, gender identity and expression discrimination, 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 involves the Worksite Supervisor, contact the MBSYEP Support Center at 202-698-3492
4. Program Liaison and MBSYEP Monitor will work to resolve the grievance

Lunch Break Policy

Participants are permitted to take one 30-minute, unpaid lunch break. It is the responsibility of the Worksite Supervisor to implement a break policy for their worksite. The policy should be communicated to all participants during the 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 hours of work.

Inclement Weather Policy

The Worksite Supervisor is required to monitor weather reports from qualified sources (e.g., newspaper, radio, television news or weather service). When outdoor temperatures are 95 degrees Fahrenheit or higher, the Worksite Supervisor is required to make special allowances for MBSYEP participants working outdoors (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 the 10 minute breaks. It should not be reflected on the timesheet or in the time keeping system.

If the District of Columbia is experiencing a Code Red day, as determined by the appropriate authorities, outdoor work and activities must be canceled. If there are no suitable indoor work activities, consult your supervisor for further instructions. If youth do not report to work 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 protected trait.

As it relates to employment, the D.C. 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
- 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, shall be prohibited. The following behaviors may constitute evidence of unlawful harassment and hostile environment:

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

Who do I contact for more information?

MBSYEP dates and information are subject to change. Please visit summerjobs.dc.gov to find the most up-to-date information about 2026 MBSYEP.

Please contact us if you have additional questions or need help with complete your application:

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)
summerjobs.dc.gov

We look forward to working with you!

Follow us on X @MBSYEP and Instagram @OYPDC

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.

DOES
DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

OFFICE OF YOUTH PROGRAMS

Mayor Marion S. Barry Summer Youth Employment Program

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