

## SUMMER YOUTH EMPLOYMENT PROGRAM FREQUENTLY ASKED QUESTIONS

### **When is the deadline to submit a complete SYEP application?**

The deadline to submit a complete SYEP application to an authorized intake organization is Tuesday, May 30, 2006.

### **When will SYEP start?**

SYEP will begin on Wednesday, July 5, 2006 and continue through Saturday, August 19, 2006. SYEP is a seven week program.

### **How old do you have to be to participate in SYEP?**

As of July 5, 2006, you must be at least 14 years old but not over 21 years old.

### **When will the SYEP applications be available?**

SYEP applications will be available April 1, 2006

### **Where can I obtain an SYEP application?**

To obtain an application, you can do any one of the following:

- Visit the DYCD website ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)) and print out a copy;
- Review the list of intake organizations on the DYCD website ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)) and visit any of these organizations to obtain an application;
- Contact or visit a neighborhood branch of the New York City Public Library;
- Contact or visit a New York City Department of Educational High School.

DYCD cannot mail applications to you.

### **Where do I submit my SYEP application?**

You must submit your application to an **authorized** SYEP intake organization. The list of these organizations is attached to the application or you can visit the DYCD website ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)) to obtain the list of intake organizations.

Or

Fill out the application online at [www.nyc.gov/dycd](http://www.nyc.gov/dycd) and print it out. Then submit the signed application and all of required documents (see Required Documents Checklist) to one of the intake organizations listed on the DYCD website ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)).

### **May I submit an application to more than one authorized SYEP intake organizations? Does it increase my chances to be selected for a job?**

No, only the first application submitted will be accepted.

### **Will I receive a receipt confirming that I have submitted an SYEP application?**

Yes.

**Do I need Working Papers?**

Yes. All youth under the age of 18 must submit their most current working papers. Working papers can be obtained through any New York City Public High School or Regional Office. If you are currently not attending school, visit your local New York City Public High School or call 311.

**Besides an SYEP application and Working Papers what other documentation is required?**

In addition to the SYEP application and Working Papers, SYEP applicants must also provide copies of their Social Security card, proof of permanent address, proof of age (birth certificate/driver's license) and, if applicable, citizenship/alien status. If selected for a job, you will be asked to provide proof of income and two recent, identical ID photographs. Income level will NOT prevent you from participating in SYEP.

**Once submitted, how can I check on the status of my SYEP application?**

To check the status of your SYEP application, please visit the DYCD website ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)) and follow the instructions, or contact the authorized SYEP intake organization where you submitted your application.

Additionally, you may contact the DYCD Youthline at 1-800-246-4646 for assistance.

**How will the selection of SYEP applicants be determined?**

DYCD will conduct a lottery of complete applications to determine whether applicants are offered a job.

**How does the lottery work?**

The lottery will be conducted through the DYCD data system. Applicants that have properly submitted all of the necessary documentation to their respective SYEP authorized intake organization are placed into a pool of potential selection.

**How will I know if I am selected to participate in SYEP?**

The SYEP intake organization where you submitted your application will contact you if you have been selected through the lottery.

To be notified, it is necessary that you provide your correct address and telephone number. Authorized SYEP intake organizations will post a list of participants that are selected for a job at their site.

Additionally, to check the status of your SYEP application, please visit the DYCD website ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)) and follow the instructions.

**How much does SYEP pay the youth participants?**

SYEP participants will earn the New York State minimum wage of \$6.75 an hour and may work up to 25 hours per week.

**What will my work week consist of?**

Your summer job hours will consist of a combination of instructional and work hours. The actual work schedule will be developed and provided by the SYEP contractor upon enrollment into the program.

**Can I work on weekends?**

Work on weekends is permitted as long as it does not exceed the total allowable hours.

**Can I work overtime?**

No. Overtime is prohibited, and SYEP cannot pay overtime.

**How will I be paid?**

SYEP participants are paid every two weeks directly through a Debit Card payroll processing system.

**Can I attend summer school and also participate in SYEP?**

Yes. However, the SYEP intake organization must be able to arrange a schedule that accommodates both.

**What type of summer jobs are available?**

The SYEP intake organization will determine the range of placement possibilities. SYEP has traditionally offered jobs as clerical, hospital, camp, cultural and custodial aides in government and non profit agencies. The SYEP intake organizations can offer up to 10% of its jobs in for- profit companies.

**Does SYEP offer jobs outside of New York City?**

Yes. The SYEP application must be submitted exclusively with one of the Out-of-City SYEP intake organizations. Placement in these positions is limited.

The following organizations offer Out-of-City employment opportunities.

- Council of Jewish Organizations of Flatbush
- Henry Street Settlement
- National Society for Hebrew Day Schools

In addition to the required documentation listed above, you must also provide guardian/parental consent forms.

The most common job available through the Out-of City SYEP is an assistant camp counselor at a day or sleep away camp.