

YOUTH ENROLLMENT

FREQUENTLY ASKED QUESTIONS (FAQ's)

*****Slots are limited*****

CareerSource Broward (CSBD), the Children's Services Council (CSC), and the City of Fort Lauderdale (COF) are teaming up to help youth get a job during the summer of 2023. **The Summer Youth Employment Program** or "SYEP" is an 8-week job program that includes 3 days of orientation and runs from **mid-June to mid-August 2023**. Participants will work approximately 30 hours per week during the program earning **\$14 an hour**. They will be employed at local governmental organizations like schools, libraries, municipalities, not-for-profit companies, and some for-profit businesses.

If you are between the ages of 16 and 18 and want to work next summer, please read the FAQs below.

1. Q: How do I qualify for a summer job?

A: You must be a Broward County resident between the ages of 16-18 and meet eligibility requirements, including a review of your family income and size. Other eligibility requirements may apply. **You can apply if you are currently 15 but will turn 16 by June 12, 2023. You cannot apply if you will be 19 years old by June 12, 2023.**

2. Q: How SYEP select the youth that participates in the program?

A: Selection is based on all of the following criteria:
You are economically disadvantaged (based on household income and household size), Date of application submission, Random selection (lottery).

3. Q: Are there other requirements?

A: Yes. All youth invited to participate in the program must attend the SYEP 3-day Employability Skills Orientation in June 2023. Attendance is mandatory for all three days, and you will be paid for your attendance. The workshops at the orientation will discuss topics that will help you have a successful summer work experience. This training/orientation will be in-person at select local Broward County high schools.

4. Q: Is there a Dress Code?

A: Yes. We require all participants to dress in business casual attire for the eligibility interview and all three days of Orientation. When you receive your job assignment, you will know the dress code of your particular worksite. Business Casual for **Young Men** consists of slacks, button-down collared shirt tucked in, or polo type shirts. No sneakers. Business Casual for **Young Women** consists of dresses & skirts to the knees, pants, and blouses. No low-cut blouses, tight-fitting clothing, crop tops, or mid drifts. No sandals or sneakers. **Dress code is mandatory. NO SHORTS.**

5. Q: HOW and WHEN can I apply?

A: Starting December 19, 2022, at 9:00 a.m., please return to this website and submit an online "Summer Youth Employment Application." **The application deadline is March 31st, 2023, at 5:00pm.** NOTE: Demand for jobs in this program is always GREATER than the number of jobs available. Last year there were over 2500 applicants for only 800 job positions.

6. Q: What happens after I apply online in December 2022?

A: Once the selection process is complete, all applicants selected to participate in the program will receive **notification by mail.** The selection process will be completed by April 1st, 2023. **Please do not call CSBD to ask if you are in the program.** Your patience is appreciated.

In the meantime, you should begin gathering the required documents that you will need **IF** selected to participate in SYEP.

Required Documents:

A Social Security card (Should you need to apply, please note; it takes two weeks to receive your card.) **Copies and laminated cards ARE NOT ACCEPTED.** Youth must sign his/her social security card correctly in pen. **Parent can not sign. (All Documents must be valid and non-expired)**

A current non-expired governmental issued photo ID: We accept a Florida driver's license, Florida ID, School ID (**Broward County School District only**) if you are less than 18 years old and in school. Non expired US Passport, Alien Registration Card, and Employment Authorization cards are accepted.

SYEP does not accept: expired ID cards, expired school ID cards, or any school ID outside of Broward County School District. **NO COPIES WILL BE ACCEPTED.**

Please make arrangements to attend your appointment on the date that is scheduled for you. The Eligibility Interview will be in-person, and CSBD will mail "Eligibility Documents" notifying you of the date of your "Eligibility Interview Appointment." *You must appear in-person for the interview and have all the required documents. Your parent or legal guardian must be present during the entire appointment.*
Please be prepared to wait up to an hour at the Eligibility Interview Appointment.

A **Legal guardian** is a person appointed by the courts to be the guardian of the youth. The legal guardian must provide court-ordered child guardianship documents stating that they are the legal guardian of the youth.

NOTE: If you do not complete all the documents required for your Eligibility Interview Appointment, it will delay your application's processing, and you may lose your slot. (We are not responsible for notices that may get lost or not received by mail or email).

7. Q: Definition of Parent or Legal Guardian

A: Parent is the person who has legal custody of the youth, Mom, or Dad.

A legal guardian is a person or relative with legal custody of the youth appointed by the courts. The legal guardian must have the legal documentation available to show at the Eligibility Interview Appointment.

8. Q: Where can I go to get updated information about the SYEP?

A: Come back to this website. www.careersourcebroward.com/Youth-Services/SYEP

9. Q: How much will I earn, and how will I be paid?

A: Youth will be paid \$14 an hour. Your pay will be deposited onto a payroll card issued by Rapid Pay every two weeks. If the payroll card is lost, stolen, or misplaced, you must immediately inform your SYEP Worksite Monitor. **(There may be some fees associated with replacing the payroll card).** During training, you will receive a schedule of the deposit dates. We will not deposit your wages into a personal bank account; everyone will receive a payroll card.

10. Q: What are the job choices that you have available?

A: Our jobs include clerical, child care assistant, camp counselor aide, park aide, custodial, library assistant, landscaping, and data entry, to name a few of the positions offered. CareerSource Broward attempts to match youth with job preference and takes into account where you live. However, there is no guarantee of where you will be assigned.

(Please note if you have a background, we are limited to the type of jobs you will be placed. Most of the jobs require a clear background check).

11. Q: What are the dates of the summer program?

A: The Summer Youth Employment Program begins MID-JUNE, 2023, with (3) three days of orientation starting June 12, 2023, then continues for (7) seven weeks and (2) two days starting June 19, 2023, and ending August 8, 2023. **(You will have July 4 off unpaid.)** Jobs are limited to 6 hours per day and 30 hours per week for a (5) five-day work week or 7.5 hours per day for a (4) four-day work week. The specific hours that you will work will depend on your Worksite assignment. Schedules are in the morning or during daytime to early evening hours. You are not allowed to make up any hours or days missed. Some positions may require you to work on the weekends.

12. Q: Can I apply if I have a conviction on my background?

A: A conviction does not automatically disqualify you from participating in the SYEP. Some Worksites are not allowed to employ individuals with certain offenses, but others can. Please be honest on your application about any convictions you may have so we may place you accordingly.

There may be other opportunities to employ more youth if funding becomes available.

Another applicant selection will proceed if this happens, and eligibility documents will be mailed to those individuals. Please keep your email address and phone numbers up to date with CareerSource Broward. If there are any changes to your mailing address, email address, or phone number, please call (954) 202-3830 ext. 3021 or 3020.

CareerSource Broward 2890 West
Cypress Creek Rd. Fort Lauderdale,
FL 33309

Attention: Summer Youth Employment Program

Or call us at (954) 202-3830 for additional information
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