

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 in the summer of 2022. **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 2022**. Participants will work approximately 30 hours per week during the program and earn the current minimum wage. 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 FAQ's 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 13, 2022. You cannot apply if you will be 19 years old by June 13, 2022.**

2. Q: How do you 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's job orientation in **June 2021. Attendance is mandatory for all three days, and you will be paid for your attendance.** The workshops at Orientation will discuss topics that will help you have a successful summer work experience. The training/orientation will be in-person at local area High schools. Everyone will be required to wear mask, use hand sanitizer and have their temperature taken each day. If you feel sick we ask that you stay home.

4. Q: Is there a Dress Code?

A: Yes. We ask that all participants dress business casual 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 **Men** consists of slacks, button-down collared shirt tucked in, or polo type shirts. No sneakers. Business Casual for **Women** consists of dresses & skirts to the knees, pants, and blouses. No low cut blouses, tight-fitting clothing, or mid drifts. No sandals or sneakers. Dress code will be mandatory for virtual instruction as well.

5. Q: HOW and WHEN can I apply?

A: Starting December 13, 2021, at 8:00 a.m., please return to this website and submit an online “Summer Youth Employment Application.” **The application deadline will be February 18th, 2022, at 5:00 pm. 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 2021?

A: Once the selection process is complete, all participants selected to participate in the program will **receive notification by mail & email (RightSignature.com).** The selection process will be completed by February 19th, 2022. Please be patient, and **please do not call CSBD to ask if you are in the program.**

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

Those include (All Documents must be valid and non-expired):

A Social Security card (If you need to apply, please note; it takes two weeks to receive your card.) **Copies will not be accepted, and laminated cards** will not be accepted. The youth must sign his/her social security card correctly in pen.

A current non expired governmental issued photo ID: We accept a Florida driver’s license, Florida ID; school ID (Broward County School only) if you are less than 18 years old and in school, US Passport or Alien Registration Card.

Will not accept expired cards and will not accept a school ID that has expired or is from a NON- Broward County School. **NO COPIES WILL BE ACCEPTED.**

Please make arrangements to attend on the date that is scheduled for you. The Eligibility Interview will be in-person, and CSBD will mail & email the “Eligibility Documents” notifying you of the date of your “Eligibility Interview Appointment.” *You must personally appear in-person for the appointment and have with you all the required documents. You must also have your legal guardian or parent with you during the appointment.*

Please be prepared to wait, wait time can be up to an hour.

A Legal guardian is a person appointed by the courts to be the guardian of the youth. The legal guardian must have court paperwork that states they are the legal guardian of the youth.

There will be documents in an electronic version for you and your parent/legal guardian to complete if selected to participate and will be emailed to you by RightSignature.com. **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 do I go for any updated information about the SYEP?

A: Come back to this website.

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

A: Youth will be paid the current minimum wage an hour. Your pay will be deposited onto a payroll card issued by Rapid Pay every two weeks. If these payroll cards are lost, stolen, or misplaced, you must immediately inform your 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 types of jobs do 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, 2022, with (3) three days of orientation and then runs for (7) seven weeks and (2) two days starting June 20, 2022, and ending August 9, 2022. **(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 but for the most part; you will work in the daytime or 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 in 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 are. Please be honest on your application about any convictions you may have had so we may place you accordingly.

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

Another selection will happen if this happens, and eligibility documents will be emailed sent to those individuals. So please keep your email address and phone numbers up to date with CareerSource Broward. If anything changes with your email address, mailing address, or phone number, please call (954) 202-3830.

CareerSource Broward
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Attention: Summer Youth Employment Program

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

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