

Worksite Pre-Application FAQ

Question: What is the Summer Youth Employment Program (SYEP)?

Answer: **The Summer Youth Employment Program also known as SYEP:**

- is a six (6) week program operating between July and August
- services youth between the ages of 14 – 24 years of age
- works in connection with your Community Based Organizations (CBO); also known as SYEP Providers, who are responsible for being the connection between the youth, the Worksite, and DYCD/SYEP

Question: Who is responsible for paying the youth?

Answer: The NYC Department of Youth and Community Development's SYEP is responsible for paying the youth that are employed through the program.

Question: How many hours can the youth work, and how much are they paid?

Answer: The youth are allowed to work 20- 25 hours a week, and are paid \$8.00 an hour. (NYS Minimum Wage)

Question: How long is the Summer Youth Employment Program?

Answer: SYEP is a six (6) week long program operating during the summer months of July and August.

Question: How old are the youth that participate in the program?

Answer: The youth participating in the Summer Youth Employment Program are generally between the ages of 14 years old to 24 years old.

Question: How are the youth selected to work in the program?

Answer: Applications become available in March and can be accessed and submitted on-line, or printed and submitted via hand delivery to participating Community Based Organizations. Selections are then conducted by a computerized lottery system in efforts to ensure the selection process is fair.

Question: Who is responsible for placing the youth at the worksites?

Answer: The SYEP providers are responsible for placing the youth at the worksites. Please discuss in detail with the SYEP Provider(s) you select.

Question: Can the Worksite Representative pick the youth for their worksite?

Answer: The youth are selected through the on-line system; therefore the youth cannot be pre-selected by the worksite.

Question: Is there a screening process to ensure the youth are ready to work?

Answer: SYEP provides all of its participants with an 8 hour orientation prior to placement with a worksite to provide the youth with key information to be utilized while working for the program and in real life employment opportunities they can take with them. This orientation details the rules and regulations of the program as well as what is expected of them in the day to day world of work.

Question: Is there any additional support provided to the worksite staff throughout the program?

Answer: Once the Worksite Application has been completed and Approved; the SYEP Provider will contact the worksite representative to review the application and discuss any special requests the worksite might have. The worksite will be scheduled for an orientation (which is mandatory to participate in the program) before the participants are placed to work. During this orientation; the worksite representative receives the contact information for the SYEP Provider's office, a *Worksite Handbook*, among other important programmatic forms, to assist in administering the program. SYEP Providers strive to ensure the lines of communication are open to assist the worksite representative; and with the help of an assigned monitor to each worksite every effort will be made to ensure your experience as a SYEP Worksite is a pleasurable one.

Question: How can I apply to participate in the Summer Youth Employment Program as a Worksite?

Answer: You can contact one of the participating SYEP Providers listed on the DYCD website; www.nyc.gov/dycd or you can apply directly through the DYCD website, and click the link "[How to Become A SYEP Worksite?](#)"