

Dutchess County Workforce Investment Board (DCWIB)
BIDDERS CONFERENCE
Summer Youth Employment Program (SYEP) Q & A's
Wednesday, February 27, 2019

1. Will the Universal Application be available online?

Yes, the Universal Application will be available on the DCWIB website.

2. Will hard copies of the Universal Application be available?

Universal Applications can be dropped off, beginning on or around April 1st, at the Dutchess One Stop Career Center located at 191 Main Street, Poughkeepsie, NY 12601.

3. When will the Universal Application be available and how will it be distributed?

The DCWIB will have the application available for agencies around April 1 and will be distributed to high schools and youth-based agencies in Dutchess County.

4. Will a brief summary of each program and what the programs have to offer be available to youth on the Universal Application?

Yes, a checklist of the various employment opportunities can be added to the Universal Application.

5. What will the Universal Application look like?

The DCWIB is working on the Universal Application. The application will be modeled after the general applications that other counties use for SYEP.

6. Will the LDSS-4770 Form be available online?

Yes, the LDSS-4770 Form will be available online. Parents will complete this form and submit it to the DCWIB. The DCWIB will distribute the form to agencies.

7. Will families lose money if youth resides in public housing?

For purposes of DCFS benefits the youth income is not included. For purposes of housing benefits, youth 18 or over must report all income; for youth 17 or under, SYEP income does not count.

8. Will we be able to reschedule the SYEP Wrap-Up meeting, as the current date, September 30, falls on the Rosh Hashanah holiday?

The DCWIB staff will work on securing a new date and time for the SYEP Wrap-Up meeting; more information to follow.

9. What is the age range for SYEP youth?

The age range for SYEP youth is ages 14 to 20. Please note that youth must be 14 by July 1st, 2019. Youth who will turn 21 on July 1st will not be eligible for SYEP. However, if youth turns 21 on July 2nd, youth will be eligible for SYEP.

10. Who will be responsible for youth's working papers?

Agencies are responsible for obtaining youth's working papers and must provide a copy of youth's working papers to the DCWIB. Agencies are responsible for tracking the birthdates of youth and for providing a new copy of youth's working papers as necessary.

11. What is the cost per youth?

The DCWIB requires that youth wages are at 61% of the total award.

12. How much are youth paid?

Youth are paid minimum wage, \$11.10.

13. What are the required activities for the SYEP Orientation (June 24 – 30)?

On the dates above, agencies can administer career readiness training to youth. Programs must administer sexual harassment training as well.

14. Is there a pre-approved agency conducting the sexual harassment training for youth?

Agencies are responsible for providing sexual harassment training to youth. At a later date, agencies will be provided with guidelines and materials, from New York State, to conduct these trainings. Agencies are welcomed to partner with Family Services, Inc, as the agency has expressed that they have sexual harassment training already in place.

15. Are programs required to provide youth portfolios?

At this time, programs are still required to provide youth portfolios. However, the content of the portfolios may be changed. More importantly, moving forward, portfolios will be work-based.

16. Have there been any changes to the pre and post-test surveys?

Pre and post-test surveys for youth will focus primarily on financial literacy.

17. If an agency has two programs, are they required to complete two separate proposals?

Yes, if the agency has two separate programs and they would like to apply for SYEP, the agency must submit a proposal from each program.

18. Can agencies spend money on trips for youth?

If youth are working and are attached to a group for employment purposes, yes, they can go on trips. However, admission fees for youth will not be funded.

19. Would it be acceptable for an arts-based program to plan a work-based trip for youth?

Yes, it is deemed acceptable for an arts-based program to plan work-based trips for youth.

20. Who will assist agencies with the submission of timesheets?

Stephanie Renino will assist agencies with the submission of youth's timesheets. A great suggestion was made by Mary Ellen—agencies are encouraged to explore <https://joinhomebase.com/> a free timesheet tracking website. However, Stephanie will let agencies know what is required for youth timesheets.

All timesheets must clearly show youth's full name (which must match the submitted rosters), dates worked, time in and out including time off for non-paid breaks, total hours worked, and youth and supervisor signatures.

21. What is the maximum hours youth can work and are youth paid for lunch?

The maximum hours youth can work is 25 hours per week. Lunch is unpaid. Please note that all agencies must adhere to New York State employment and child labor laws. The hours a youth works depends on the age of that youth.

22. Is the DCWIB looking to serve more youth?

The goal for Dutchess County youth is to have more youth apply for SYEP, giving all youth an opportunity to work. Agencies can discuss ways that they can serve more youth.

23. Was the career exploration component removed from last year?

Yes, the career exploration component was removed. Agencies are encouraged to implement their career exploration component during the week of June 24th, 2019.

24. Do agencies have to use Cornell Cooperative Extension for financial literacy training?

Yes, all agencies must use Cornell Cooperative Extension for their one-time three-hour session with Cornell Cooperative Extension. Please note that this training should be included in the program's budget.

25. Will Cornell Cooperative Extension discuss bank account and money management among other topics? Will agencies be able to provide suggestions about the financial literacy?

The DCWIB will coordinate a meeting with Cornell Cooperative Extension, where agencies will be able to share their thoughts about what youth should learn during their financial literacy training.

26. Can agencies provide food to youth who are at worksites?

Agencies are encouraged to include food in their budgets. It was suggested that agencies can check out food services in the area.

27. Is there flexibility in the June 15 date for hiring?

Yes, there is flexibility with this date. However, agencies are encouraged to prepare youth to start work by July 1.

28. Can you send us a copy of the universal application form?

The Universal Application for SYEP will be available on or around April 1.

29. Please confirm that we can still invite applicants through our existing process.

Yes, agencies can still invite applicants through their existing process.

30. Please confirm that unduplicated youth are youth who have not been in a TANF-funded program before.

Yes, that is correct. Unduplicated youth are youth who have not been in a TANF-funded program before.

31. More explanation of the application through hiring process would be appreciated.

This process will be discussed at the mandatory awards meeting currently scheduled to be held on June 4, 2019.

32. Also, I would like to submit a second application to hire 2 youth to work with the 4-H program in northern Dutchess. The bulk of the work would be to help prepare for and run the 4-H activities at the Dutchess County Fair! It would be packed with real-world experiences including financial literacy and lots of problem-solving and administrative tasks including use of technology for record keeping, and it would be fun!!! Question: can I do that without compromising GT funding?

Agencies are permitted to submit more than one program proposal. Each proposal should be separate, with individual budgets. As funding awards are based on many factors, DCWIB is unable to guarantee award amounts.

For more questions about the budget, contact Stephanie Renino at 845-463-5450 or srenino@dcwib.org.