

AMENDED March 24, 2020--to Conform with Covid-19 Related Schedule Changes—Please review noting relevant date and other changes in **yellow highlight!**

SYEP 2020 Bidder's Conference Questions—

1. Will the Universal Application be used by youth applicants again in 2020?

Yes, the Universal Application is the only way a youth may apply for a position in the 2020 work experience program. This ensures a fair process that is uniform for all applicants. The application will be available on the DCWIB (<http://www.dcwib.org/>) website on or about **June 1, 2020**.

2. Can organizations submit worksite/job interest categories for consideration to be added to Universal Application?

Yes, ideally youth employees will be placed at a worksite that is aligned with her/his interests to deliver a positive first job experience. Currently our interest survey includes: Administrative, Building/Construction, Culinary/Food Services, Urban Garden/Agricultural, Child Care, Film/Media Production, Retail, Camp Counselor, Indoor/Outdoor Maintenance, Marketing, Visual Arts, and Automotive. You may suggest additional categories for consideration if you feel it would help identify youth who may be compatible with your organization's jobsite options.

3. Is there a preferred number of hours per youth employee?

Your organization is responsible for ensuring that all New York State Dept of Labor laws are followed when placing youth in the workforce. The regulations vary based on age and time of year (school year or summer holiday) and can be found on the New York State Dept of Labor website.

That said, please design your offering to create a meaningful work experience for your youth employees over the course of the approximately 7 weeks of the program (though youth employees can work until September 30, 2020, most programs conclude after the Youth Summit in mid-August).

4. Can the youth employee work in a position within our organization?

Yes, if the job description demonstrates that the position is well-thought-out and delivers transferrable job skills to your youth employee, you may offer youth employment in your organization.

5. Is the youth employee orientation paid or unpaid?

Youth employee orientation (page 4 of RFP) is mandatory and may be paid or unpaid.

6. Will we have to arrange to travel to the Cornell Cooperative Extension (CCE) offices for the Financial Literacy Training?

Your organization will be responsible for scheduling the Financial Literacy Training with CCE, but they will travel to your location for the actual instruction.

7. How much should we budget for the Financial Literacy Training?

Organizations should budget **\$300** for the 2020 Financial Literacy Training. If the price exceeds that amount budgets may be adjusted.

8. Do we need a worksite agreement for each youth employee?

You are expected to provide an agreement for each worksite not each individual youth employee. If more than one youth is employed at a particular site please provide those names on the worksite agreement.

9. Is there a maximum number of hours each youth employee can work?

While there is not a maximum number of hours any particular youth employee can work per se, you must comply with New York Dept of Labor regulations for her/his age. If your organization has additional hours for youth as we are nearing the end of the program season you may offer additional time to youth interested in more opportunity to work as long you comply with NYS labor laws.

10. Can youth employees work any shift?

Youth, under the age of 18, have certain restrictions according to New York State Dept of Labor regulations, please see their website for a detailed description.

11. Can youth from any county participate?

The funding your organization receives through the Dutchess County Workforce Investment Board may *only* be used to employ youth who reside in Dutchess County, NY.

12. Who can apply to participate in SYEP 2020?

TANF-eligible youth who reside in Dutchess County are invited to apply, however first priority will be given to young people who have not previously participated in the Summer Youth Employment Program. Think of it as a “first job” experience to lay the groundwork for future employment opportunities.

13. How do youth get working papers? How can my organization facilitate the process?

Youth between 14 and 18 years of age will need working papers which can usually be obtained from the nurse or guidance counselor at her/his school. Your organization can facilitate by explaining the process to youth and parent/guardians. Minors must have working papers to be employed in New York State.

14. When will we learn if our organization has been selected to participate in the 2020 SYEP/Work Experience Program?

We expect to announce funding recipients in late May or early June.

15. What is a cost allocation plan?

A Cost Allocation Plan summarizes, in writing, the methods and procedures that an organization uses to allocate costs to grants and programs. You are required to submit your organization’s Cost Allocation Plan with your application.

16. When will we have the opportunity to ask further questions specific to our organization, to better understand our responsibilities and obligations?

At the 2020 SYEP Launch in June procedures will be further detailed and we will address any specific questions or concerns at that time.

17. It was shared that the Universal Applications will be available April 1. When are the Universal Applications due? What is the deadline for youth to submit?

Due to the ongoing Covid-19 situation, the issue date of the Universal Application is now June 1, 2020. It will be available to Youth on the DCWIB website <http://www.dcwib.org/> at that time. We encourage Youth to complete and return the Universal Application as soon as possible, but there is no official deadline at this time. Please check back when it is posted for further updates.

18. Could you please make the Universal Application due on the latest possible date so that we can have sufficient time to promote the program and reach as many youth to participate in the program as we can?

See above.

19. We do outreach and recruitment of youth through the high school. If there are school closures due to covid-19 or other concerns, will the deadline for youth to submit an Universal Application be extended?

See above.

20. Should we receive funding, on what date(s) will the DCWIB notify us of the selected youth?

N/A

21. Once youth eligibility is determined, can we receive the list of youth approved to participate in the DCWIB Summer Youth Work Experience to conduct our own interviews and determine fit for our program and team?

We intend to schedule a Job Fair Style Interview Process in 4 geographical locations (Poughkeepsie, Beacon, Northwest Region, and Northeast Region) to accommodate Youth throughout the County. Organizations are invited to attend this event and conduct interviews on site for youth interest and skillset.

We are working to schedule the date(s) and location(s) of these interview opportunity(s) as soon as possible (given the evolving Covid-19 crisis) so that organizations can plan to attend.

22. We hire youth under several funding sources and youth vocational programs. Will we be notified or can we request notification if a youth that has been placed elsewhere by DCWIB Summer Youth Work Experience program?

N/A

23. The youth summit date of August 12 is a summer Mobile Market day in Beacon and we (staff, including employed youth) are responsible for running the Market and must be there. Is it possible to consider another date, not on a Wednesday?

While the evolving health crisis may require some scheduling changes, we are committed to serving the greatest number of Dutchess County Youth possible. At this time, the New York State Regents Exams are scheduled on Thursday August 13th and Friday August 14th, the 2020 Youth Summit was scheduled on Wednesday August 12th to accommodate Youth who may be fulfilling their educational requirements while also gaining work experience.