

2026 Request for Proposal to Provide Youth Work Experience

Request for Proposal to Provide Youth Work Experience

Funded by

Dutchess County Government

(Dutchess County Community and Family Services)





Dutchess County Workforce Development Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

“Driving economic growth through Workforce Partnerships”



The Dutchess County Workforce Investment Board (DCWIB) is accepting proposals for Youth Work Experience commencing September 2025.

IMPORTANT DATES:

Issue Date: February 12, 2026

Proposals Due: Ongoing

Program Dates: September 1, 2025 – June 30, 2026

CONTACT

Dutchess County Workforce Investment Board

3 Neptune Road

Poughkeepsie, NY 12601

E-Mail: taylor@dcwib.org Attn: Youth Employment Program (YEP) RFP

Please be advised that all matters concerning this RFP are to be directed in writing to the above-listed contact.

Read this RFP carefully.

RFP UPDATE NOTICE

This RFP has been reissued to include the following addition:

- **Page 17 – Babysitting Course Leading to Work Experience with Children:**
New language has been added to allow Contractors to offer a Babysitting Training course as a workforce readiness activity, including online and/or in-person training options, and supervised work experience with children. The update also clarifies allowable program hours and potential coordination with community partners.

INTRODUCTION

Dutchess County Workforce Investment Board (DCWIB) is soliciting competitive proposals for the Youth Employment Program (YEP) for TANF eligible youth residents of Dutchess County. Funded proposals will employ youth within businesses, non-profits, the arts, and agricultural enterprises. Youth are to be challenged and productive, while developing transferable skills applicable to entry level jobs. The YEP program requires financial literacy and digital literacy for all participants.

SUBMISSION INFORMATION

Proposals should be combined into a single PDF and labeled “YEP 2025 Proposal by <AGENCY NAME>” and should be uploaded directly to DCWIB’s Dropbox. **Password: DCWIB123!**

<https://www.dropbox.com/scl/fo/pk1bg0esp2elovgbn2kag/AGqyNA-f6VnSgJ8Xq6IzTU8?rlkey=weuia5x6n1812l1u32ynvfrib&st=h0vss5s3&dl=0>

IMPORTANT TO NOTE

Incomplete applications will not be given consideration for funding. Programs that were not successful in filling all of their required slots, spending their allocations, missing programmatic or fiscal reporting deadline or failing to meet the youth wage requirement for YEP or SYEP in prior years (2017- 2025) may be excluded from funding consideration. The DCWIB reserves the right to terminate this RFP process at any time.

PROPOSAL CONTENTS

- Program Narrative
- Program Budget
- Budget Narrative

Other Documents

- Current Inventory List if program utilizes specialized equipment
- Board List
- Organizational Chart
- Current Audit Report
- Cost Allocation Plan

PROGRAM STRUCTURE

The 2025-2026 Youth Employment Program (YEP) can begin upon completion and execution of a contract with the awarded organization and the Dutchess County Workforce Investment Board. Expenses incurred prior to the execution date of a contract will not be considered. YEP will run from 9/1/2025 until 6/30/2026. Youth may work until June 30, 2026. Programs must submit final vouchers for reconciliation and final payment no later than Friday, July 31, 2026 at 5:00 PM.

A successful application will include:

- A youth orientation.
- Up to 130 hours of work experience per youth
- Youth fringe is actual taxes/fees
- Youth work no more than 8-10 hours per week
- Work experience exposes youth to jobs in in-demand industries
- Youth wage is equal to minimum wage.
- Youth work experience site is tied to the youth's career interests
- Program utilize partnerships with businesses, non-profits and government organizations

SEE ATTACHMENT A

TIMELINE

The following schedule is for informational purposes only. The DCWIB reserves the right to amend this schedule at any time.

Request for Proposals (RFP) Release: February 12, 2026

Proposals Due: Ongoing

Anticipated Award Notification:**Three weeks after submission**

RFP proposals will be reviewed by our YEP Committee. You will be notified once the committee has completed its review

Please be advised that all matters concerning this RFP, from the date of issuance until the proposals are received, are to be directed in writing to the email address above (*No Phone Calls Will Be Accepted*). The Frequently Asked Questions (FAQs) will be posted at www.dcwib.org.

YEP GOALS AND OBJECTIVES:

YEP is an important platform which is intended to help reduce community gun violence and youth criminal justice involvement by providing year-round employment opportunities. Research shows that vulnerable at-risk and unemployed youth can face struggles later in life, including poverty, dependence on public assistance programs and criminal justice involvement. In addition, youth exposed to trauma and violence may suffer long-term harmful effects later in life, including barriers to successful employment and financial stability.

The overarching goal of YEP is to provide youth with a set of work-related experiences that will better prepare them to succeed in future employment. YEP should help participants achieve the following objectives:

- Learn and develop skills in a work environment after school responsibilities are fulfilled.
- Identify transferable skills.
- Experience workplace norms and culture.
- Increase financial literacy and learn how to manage money.
- Develop social skills including communication, critical thinking, decision-making/problem-solving, and self-management.
- Understand career pathways including the linkages between educational attainment, relevant experience, demonstrable skills, and career advancement.
- Build professional networks.

These funds support programs which include employment, education and/or career exploration opportunities for TANF-eligible youth. This funding is further intended to support employment programs for youth at risk of gun violence as part of a statewide gun violence reduction intervention model.

The 2025-2026 YEP will serve youth 14 to 20 years of age and will operate from September 1, 2025, to June 30, 2026. Participant enrollments for the months of July and August are expected to be funded through the Summer Youth Employment Program (SYEP) allocation.

EXPLANATION OF YOUTH ELIGIBILITY

Youth, ages 14-20, from low-income households (Family Assistance recipients, former FA recipients who have reached their 60-month limit and transitioned to Safety Net Assistance, and/or those under 200% of 2022 Federal Poverty Guidelines, including SNAP, MA, HEAP and SSI recipients) throughout Dutchess County. Youth must meet the age requirement by employment start date.

RECRUITMENT

Contractees will select participants from the pool of youth who apply for YEP through the Universal Application Process.

WAGE REQUIREMENTS:

Youth must be paid minimum wage for employment hours. Programs are responsible for ensuring youth are working within NYS labor laws.

WORK ELIGIBILITY:

Youth applicants are considered accepted and part of YEP 2025 when your organization receives verification from the DCWIB that they can be added to the program's roster. Youth begin work after they are on the official roster.

ORIENTATION:

The orientation should include the following:

1. Review of job descriptions and worksite agreements.
2. Creation of a personal budget.
3. Creation of resume or list of transferable skills.
4. Sexual harassment training.
5. Explanation of program goals and expectations.
6. Job readiness training.

YEP 2025 BUDGET GUIDELINES

Budgets must be reasonable and:

- Should have at least 63% of the requested amount allocated for student wages/stipends.
- Youth fringe is to be actual cost of youth wages plus taxes/fees (approx. 20%)
- Programs with lower administrative costs will be favored when rating proposals.
- Program meals and snacks should directly correspond to youth attendance.
- More than one provider will be selected for funding for 2025.
- Allowable costs and services include work subsidies for youth; a youth orientation, financial literacy, digital literacy assessment *and* supportive services, including transportation and employment related services.
- Acceptance of your organization's Program Proposal does not guarantee acceptance of the program as proposed and/or your Budget Proposal. Scope and actual will be finalized prior to signing the 2025-2026 YEP contract with the DCWIB.
- Programs that require specialized equipment should include a current inventory list of required equipment.

RECORD-KEEPING AND REPORTING

The DCWIB will provide contractors with a set of forms for record-keeping and reporting at the onset of YEP 2025-2026.

PERFORMANCE REQUIREMENTS

- DCWIB requires that the staff working with this program have no familial ties to the youth they supervise or mentor and are *under no circumstances* to be paid with TANF funds. If a youth is enrolled in a program that employs a family member, the DCWIB must be informed in writing and proof of the supervision chain must be provided.
- All programs that receive funding through this RFP will be required to have worksite agreements with each worksite where a youth works and/or is employed.
- In addition to the worksite agreement, programs receiving funding through this RFP must provide the youth with a safe work environment. Meaning, all contractors must certify that worksites meet all federal, state and local standards appropriate to the conduct of their business.



Dutchess County Workforce Development Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

“Driving economic growth through Workforce Partnerships”



YEP 2025-2026

Request for Proposals – Application

Program Name _____

Organization _____

Street Address _____

City _____

Zip Code _____

Contact (signer) _____

Phone _____

Title _____

Email _____

Fiscal Contact _____

Phone _____

Email _____

Program Contact _____

Phone _____

Email _____

Program Cost \$ _____

Budget Request \$ _____

Program Locations _____

Day and Hours _____

Youth served by this grant _____

Cost per youth \$ _____

% of Youth Wages _____

CERTIFICATION: I hereby certify that all the information stated herein is true and accurate. I have read and understand the program parameters and I am authorized to submit this application on behalf of the applicant.

NAME

SIGNATURE

DATE ____/____/____

YEP 2025-2026

Request for Proposals - Application

Budget Narrative – Please explain how the budget was developed for each of the sections below:

Personnel	
Fringe Benefit Rate	
Number of Youth and Hours Per Youth	
Youth Fringe Rate	
Youth Snacks/Food/Nutrition	
Program Office Supplies	
Youth Supplies	
Transportation	
Rent/Occupancy	
Insurance	
Phones/Internet	
OTHER	
Percentage of Youth Wages	
Number of Youth	

YEP

2025

Date:

**Only enter in cells highlighted in BLUE*

Total Amount Requested:	\$	
--------------------------------	-----------	--

Program Cost	Requested
	Funding
\$ -	\$ -

	\$ -	\$ -

AL PERSONNEL:		\$0
# of Hours per Youth per week		
Youth per Week		
		\$ -
		\$ -
		\$ -

SCOPE OF SERVICE YOUTH EMPLOYMENT PROGRAM September 1, 2025 - June 30, 2026

Purpose

The purpose of this agreement is to provide funding for youth employment to help reduce community gun violence as part of a statewide gun-violence reduction intervention model and youth criminal justice involvement by providing employment opportunities for TANF eligible youth.

Programs will be funded to employ youth in positions that will give them the opportunity to be challenged and productive, enhance their self-esteem, increase workforce readiness skills, explore career options and improve their understanding of workday world expectations.

Target Group/Eligibility (For information purposes only, the DCWIB will review all paperwork and establish eligibility PRIOR to the youth starting the program).

Eligible participants include youth who are United States citizens or TANF-qualified alien residents of Dutchess County, between the ages of 14 to 20 and who are:

- Family Assistance (FA) Recipients - in receipt of cash assistance under the FA category, or
- Former FA Recipients - who have reached their 60-month limit on TANF and have transitioned to Safety Net (SN) assistance, or
- 200% of Poverty Participants - be a member of a household with income up to 200% of the federal poverty level but not in receipt of FA or SN. Gross income of the participant's family must not exceed 200% of the federal poverty level. Annual poverty standards are outlined below:

200% of Federal Poverty Guidelines Chart June 1, 2025 through May 31, 2026		
Monthly Income	Bi-Weekly Income	Weekly Income
\$2,608	\$1,204	\$602
\$3,525	\$1,627	\$814
\$4,442	\$2,050	\$1,025
\$5,358	\$2,473	\$1,237
\$6,275	\$2,897	\$1,449
\$7,192	\$3,320	\$1,660
\$8,108	\$3,743	\$1,872
\$9,025	\$4,166	\$2,084
For family units with more than eight members, add		

The Contractor must give priority to youth referred by the County.

Documentation

Self-attestation is acceptable documentation to support each TANF certification requirement except non-citizen status¹ which requires additional documentation as specified below. Self-attestation is provided through an individual completing and signing the application. As noted on the application, an individual who signs the application attests under penalty of perjury to the validity of the information provided. When the applicant for services is a child under the age of 18, or under the age of 19 and in secondary school, a parent or guardian must sign and attest to the information provided on the application. The social services commissioner or his or her designee should attest to the information provided by a foster care child in those instances where parental signature is not practicable.

Non-Citizen Status

The applicant, and in certain instances his or her family members, must be a United States citizen or a TANF qualified non-citizen. Individuals who are United States citizens may self-attest to this fact. To be eligible for TANF-funded services, a non-citizen must be a TANF qualified non-citizen as identified in the TANF Youth Services Application form (LDSS-4770). An individual may be a legal immigrant but not be eligible for a TANF-funded service. An individual who is a non-citizen and who indicates that his or her non-citizen status is one of the qualifying statuses must provide documentation to verify such status. An individual's case file must indicate what documents were reviewed, the alien registration number and any other numerical codes on the alien registration card. Common documentation for each qualified non-citizen status is included on pages five and six of the Application Form.

Only family members who are applying for TANF Services must be either United States citizens or qualified non-citizens. Citizenship information does not need to be obtained for family members who are not applying for services. For example, **when the service provided is a job skills training program, only the applicant must be a United States citizen or qualified non-citizen.** However, when a service is provided for all family members, such as family counseling, all members of the family must be citizens or qualified non-citizens.

Programs are responsible for providing additional proof of eligibility as outlined below for each youth in the program before reimbursement will be made. All copies of eligibility documentation must be kept in individual participant files and be made available for monitoring.

The Contractee is responsible to acquire all documents PRIOR to the youth starting the program. This includes working papers. **Agencies who fail to acquire working papers may not be eligible to apply for future funding. A youth's failure to get their working papers in a timely manner does not preclude them from being part of the part, rather it is an opportunity for agency staff to work with the youth on acquiring government documents, a skill that will help them in life.**

Qualifying Criteria	Eligibility Documentation
Participant must be resident of New York State	<ul style="list-style-type: none"> ▶ Home address on the LDSS-4770 Or ▶ Working Papers
Participant must be a United States citizen, or TANF Qualified Alien	<ul style="list-style-type: none"> ▶ citizen self- attestation on LDSS-4770 ▶ TANF Qualified alien - alien registration number and any other numerical codes on the alien registration card (Common documentation for each qualified non-citizen status is included on pages five and six of the Application Form).
Participant must have working papers appropriate to their age (must be updated if youth turns 16 during YEP)	<ul style="list-style-type: none"> ▶ Working papers for 14-15 year old or ▶ Working papers for 16-17 year old
Gross monthly income of the participant's family must not exceed 200% of the federal poverty level	<ul style="list-style-type: none"> ▶ Self-attestation on the LOSS 4770 - Documentation to substantiate income not required unless there is reason to believe the information provided is not accurate. Provider may confirm receipt of assistance with DCFS

Forms

The TANF Youth Services Application/Certification and TANF Youth Services Application Review Form LDSS-4770 (Rev. 2/16) included in this Agreement and made a part hereof as Attachment A must be used to establish participant eligibility for YEP. The Contractor will be responsible for reviewing all YEP Youth Applications, ensuring that they are completed in full and making the Certification Decisions as the Certifying Provider.

The Contractor must keep certifications for each individual/family who applies for 200% services in order by month of certification, and in alphabetical order within the month. Certification forms for those who are not certified for services must also be maintained. Copies of the certification forms should also be kept in the individual/family case file, if applicable. Certifications must be stored in a locked location.

The original LDSS-4770 MUST BE submitted to the DCWIB PRIOR to the youth starting the program. The DCWIB will review eligibility and let the contractee know if the youth is eligible. Youth deemed ineligible CANNOT participate in the program. The DCWIB is NOT responsible for youth who start the YEP without eligibility approval.

Services

The YEP will provide TANF-eligible youth from low-income households, with wrap-around employment and educational opportunities in conjunction with services provided through the traditional Summer Youth Employment Program (SYEP).

Collaboration/Outreach

The Contractor is encouraged to conduct outreach to YEP participant families to help them access the range of programs and services available in New York State to assist low-income households. Such programs include Temporary Assistance, the Supplemental Nutrition Assistance Program (SNAP), as well as various tax credits. More information regarding these programs and other resources may be found on OTDA's website at: <https://otda.ny.gov/programs/>.

The Contractor may also order myBenefits.ny.gov palm cards (PUB-4951) and Earned Income Tax Credit (EITC) brochures (PUB-4786) for dissemination to youth and their families. These and other helpful publications may be ordered on OTDA's website at: <http://otda.ny.gov/programs/publications/>.

Employment Services

Paid employment is an integral component of the YEP program. Youth may be placed at public, private or nonprofit worksites through the YEP. The Contractor must ensure that youth participants are assigned work activities which are allowable under federal and State labor laws. Provisions exist in the Fair Labor Standards Act and New York State Labor Law governing the employment of minors. The NYS Department of Labor, Division of Labor Standards (DLS) enforces the laws governing employment of all minors including those employed through YEP. Further information regarding employment of minors can be found at:

<https://www.labor.ny.gov/workerprotection/laborstandards/workprot/minors.shtm>

Employment will be funded to employ youth in positions that will give them the opportunity to be challenged and productive, enhance their self-esteem, and develop transferable skills applicable to entry level jobs participants may apply for in the future.

The Contractor must ensure that all YEP participants are paid at least the State Minimum Wage for any hours of employment. If youth are reimbursed at an hourly rate that is below the State Minimum Wage rate (or a stipend that equates to a rate below the State Minimum Wage rate) for non-employment activities, the hourly rate and/or stipend must be pre-approved by OTDA.

More information regarding the New York State Minimum Wage may be found on the Department of Labor's website at:

<https://www.labor.ny.gov/workerprotection/laborstandards/workprot/minwage.shtm>

Further, the Contractor will require that programs receiving YEP funding:

- pay youth an hourly wage or stipend no higher than the New York State minimum wage of \$16.00 effective January 1, 2026, and
- not pay a youth for any hours that the youth is not working or participating in the components.

Youth may be placed at public, private or nonprofit worksites. YEP operators must ensure that youth participants are assigned work activities which are allowable under federal and State labor laws. Provisions exist in the Fair Labor Standards Act and New York State Labor Law governing the employment of minors. The NYS Department of Labor, Division of Labor Standards (DLS) enforces the laws governing employment of all minors including those employed through YEP. Further information regarding employment of minors, including working hours and Working Papers can be found at: Employment of Minors | Department of Labor.

Instructions on filing a child labor complaint can be found at the New York State DOL website at: Child Labor Complaint Form (ny.gov).

YEP operators are encouraged to partner with employers that have taken the Protect Youth Workers Pledge, which was created by the New York State DOL as part of a broader initiative to protect youth workers across the State. The pledge supports compliance with State labor laws and fosters a safe and supportive work environment. More information is available at Protect Youth Workers Pledge | Department of Labor.

In addition, every employer in New York State is required to adopt a sexual harassment prevention policy and to provide all employees with sexual harassment prevention training. All employees must complete the model training, or a comparable training that meets the minimum standards developed by the Department of Labor (DOL) and Division of Human Rights, on an annual basis. Model sexual harassment prevention policy language and training materials are available on the DOL website at: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>

Worksite Information, Job Descriptions and Employer Evaluations

Job descriptions will be collected from the agencies providing employment for review by the Contractor as well as for use during the on-the-job training component. All participating youth should receive a copy of their job description at the time of being hired and a signed copy should be submitted to the Contractor.

All agencies that receive funding from the Contractor for YEP will be required to have worksite agreements with each

work site where the youth work and/or are employed. Providers will use the form provided by the Contractor. This worksite agreement must include:

- An estimate of the number of participants assigned to the worksite, including names and ages of specific participants,
- Description of activities or job description and work hours,
- Assurance of adequate supervision for each participant, accountability for time and attendance,
- Assurances that in case of inclement weather conditions alternative duties will be assigned to participants working on outdoor worksites,
- Address and contact person at the worksite,
- Assurance that sufficient work will be available to occupy all participants during work hours
- Assurance that all immediate worksite supervisors will receive orientation as to their duties and responsibilities to the program and participants,
- Assurance that substitute supervision will be available in the absence of the regular supervisor,
- Assurance that participants will not be paid for unexcused absences, un-worked hours or recreational activities,
- Assurance of a safe and healthy working environment,
- Assurance that the host site will adhere to the provisions of child labor laws, and
- Assurance that sufficient equipment and/or materials will be available to carry out work assignments.

In addition to the worksite agreement, providers receiving funding must provide the youth with a safe work environment. This means that all contractors and sub contractors must certify that worksites meet all federal, state and local standards appropriate to the conduct of their business.

The Contractor will execute the *Youth Employment Program Provider Certification Agreement* included in this Agreement and made a part hereof as Attachment Band provide it to the County. The Contractor will ensure that programs receiving funding comply with the terms of the *Youth Employment Program Provider Certification Agreement*.

The Contractor will require that each youth participating in the program develop a portfolio that includes, at a minimum, self-assessment exercises, Job Accomplishment Report, and program evaluation forms. Youth must complete an assessment, a pre/post survey, a personal budget, an evaluation of their worksite, a list of significant people to serve as a reference or resource and the SYEP 2024 Portfolio Cover Sheet. Signed youth time sheets are required at the end of each pay period.

Employer Evaluations

All programs that receive funding through this grant must provide at least one Employee Worksite Evaluation completed by the supervisor.

Payment to Sub-Contractors

The Contractor will be permitted to determine the schedule for reimbursing employers receiving funding through this contract.

Non-Employment Services

The Contractor to offer must limit the non-employment activities i.e. the education and/or career exploration components to no more than **20%** of its 2025-2026 enrollments. These enrollments may be most appropriate for younger participants and/or individuals with special needs.

The remaining program participants, at least 80%, must be engaged in traditional paid employment activities with no more than **30%** of hourly participation for these YEP participants in non-employment activities such as career exploration, mentoring outside the workplace, financial literacy, or education.

Babysitting Course Leading to Work Experience with Children

The Contractor may offer a Babysitting Training course as a workforce readiness activity that prepares youth for safe and appropriate work experience with children. This training may be provided in an online and/or in-person format and is intended to build job readiness skills, responsibility, communication, and confidence for youth interested in childcare-related employment.

Training options may include:

- **Online Babysitting Training:** A flexible option for youth to complete at their own pace. Online training provides current childcare and safety information in a convenient, easy-to-use format.
- **In-Person Babysitters Training:** Instructor-led training that provides youth with hands-on learning, discussions, and videos focused on safe childcare practices and real-life babysitting readiness skills. Youth will have the opportunity to ask questions and learn directly from qualified trainers.

Following training completion, youth may participate in supervised work experience opportunities involving children, as appropriate. The Contractor may coordinate with community partners, including but not limited to the **American Red Cross** and the **Putnam County Child Care Council**, to support training and/or placement options.

Youth may participate in up to **129 total program hours**. Not all hours are required to be childcare based; youth may complete a combination of childcare experience and other allowable program activities.

Financial Literacy

The Contractor is required to include the financial literacy education program for all participants as part of the 2025-2026 YEP.

Financial instruction must be offered to all youth enrolled in YEP through Hudson Valley Credit Union between the September 1, 2025 and June 30, 2026 program dates, however, for youth who participated in the 2025 SYEP, additional financial literacy training is recommended but not required. Documentation of financial literacy training must be kept in each participant's case file. The program will focus on budgeting and discuss terms and definitions that are common financial literacy terms.

A brief pre and post evaluation of participant knowledge provided by the Contractor will be administered to measure understanding of key topics. A final report is also to be submitted to the Contractor at the conclusion of the youth employment program which includes the evaluation results and an overview of the successes and or failures of the youth's work assignments and financial literacy.

