

May 2009

Dear Worksite:

For the first time in fifteen (15) years there will be a large scale Summer Youth Employment Program (SYEP) as a result of the Federal Economic Stimulus legislation. The Franklin Hampshire Career Center is currently planning to employ over 300 youth throughout Franklin Hampshire Counties and North Quabbin Towns of Athol, Petersham, Phillipston and Royalston.

Summer Youth Employment Program participants must be between the ages 14 and 24, be economically disadvantaged and have one of six barriers to employment. SYEP provides all recruitment and eligibility determination and pays all wages and insurance.

The Summer Program is able to place youth in jobs at government and municipal agencies and private and public non-profit community based organizations. Jobs can range from 15 to 40 hours per week dependent on the needs of the work site and the maturity of the participant. Most participants will work from July through August, but older out-of-school youth may be able to begin in June and work through September.

We are seeking worksites that can provide participants with a positive work experience. This includes close supervision, ample and meaningful work, safe working conditions and an opportunity to learn basic jobs skills and employee responsibilities.

If your organization would like to be considered as a Summer Youth Employment worksite, please fill out the Worksite Application and return to: SYEP at the Franklin Hampshire Career Center, One Arch Place, Greenfield, MA 01301. Please contact the SYEP staff at the Greenfield or Northampton Career Center if you have questions or need further information.

Sincerely,

Paul Putnam  
Summer Youth Employment Coordinator



5. SOME OF THE PARTICIPANTS WILL BE REQUIRED TO ATTEND EDUCATIONAL ENRICHMENT OPPORTUNITIES. WOULD YOU BE WILLING TO ARRANGE FOR EARLY RELEASE TIME WITH WIA STAFF FOR THESE PARTICIPANTS?

YES \_\_\_\_\_ NO \_\_\_\_\_

6. BRIFLY, DESCRIBE THE SUPERVISION PLAN FOR ALL PARTICIPANTS.

7. CAN YOU ASSURE THAT THE PARTICIPANT WILL NOT DISPLACE ANY CURRENT EMPLOYED WORKERS OR IMPAIR ANY EXISTING CONTRACT FOR SERVICES?

YES \_\_\_\_\_ NO \_\_\_\_\_

8. WILL THE PARTICIPANT BE INVOLVED IN A TYPE OF WORK WHICH IS WITHIN THE NORMAL JURISDICTION OF A COLLECTIVE BARGAINING AGENT?

YES \_\_\_\_\_ NO \_\_\_\_\_

(IF THE ANSWER IS YES, ATTACH A LETTER FROM THE UNION STATING ITS VIEWS REGARDING THE WIA SUMMER YOUTH ASSIGNMENTS.)

**FUNDING REDUCTION AND MAINTENANCE OF EFFORT:**

FEDERAL REGULATIONS REQUIRE AND OUR POLICY WILL BE: NO WIA PARTICIPANTS MAY BE HIRED OR REMAIN WORKING IN ANY POSITION WHEN ANY OTHER PERSON NOT SUPPORTED UNDER WIA IS ON LAY-OFF FROM THE SAME ORGANIZATIONAL UNIT OR THAT ORGANIZATION HAS A HIRING FREEZE IN EFFECT.

9. DOES THIS SITUATION AFFECT YOUR ORGANIZATION? YES \_\_\_\_\_ NO \_\_\_\_\_  
(IF YES, PLEASE EXPLAIN BELOW)

IS YOUR ORGANIZATION: PUBLIC NON-PROFIT \_\_\_\_\_ PRIVATE NON-PROFIT \_\_\_\_\_  
OTHER \_\_\_\_\_ PRIVATE FOR PROFIT \_\_\_\_\_

**A PERSON AUTHORIZED TO SIGN FOR THE ORGANIZATION LISTED ABOVE MUST SIGN THIS APPLICATION.**

**I STATE THAT THE ABOVE INFORMATION IS ACCURATE AND THAT I AM FAMILIAR WITH THE GOALS AND OBJECTIVES OF THE WIA YOUTH PROGRAMS. I UNDERSTAND THAT THIS IS NOT A COMMITMENT AND THAT WIA YOUTH PROGRAMS MAY NOT RECEIVE CONTINUED FUNDING AND, THEREFORE, MAY NOT CONTINUE IN OPERATION.**

CONTACT PERSON: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
PLEASE PRINT

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_