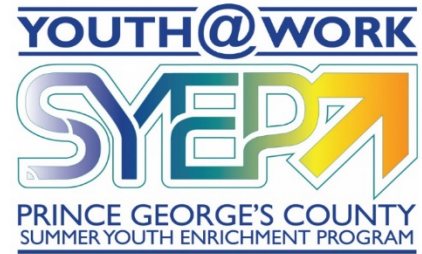


SYEP Frequently Asked Questions (FAQ)



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County Executive*

OVERVIEW:

What is the Youth@Work Summer Youth Enrichment Program (SYEP)?

It is a nationally recognized program that creates pathways to prosperity for youth to include free job readiness and life skills training and paid summer employment.

What is the criteria to participate in the Youth@Work/SYEP?

Youth must be a permanent resident of Prince George's County and be between the ages of 14 – 22 by July 1, 2019, and eligible to work in the United States.

Is there a maximum number of years youth can participate in the program?

No. At one time there were limitations to the number of years, but the program has been expanded.

What are the Program dates?

The program is for 6-weeks beginning June 24 – August 2, 2019. July 4th is a holiday and there is no work or pay for that day.

TRAINING:

Is the Job Readiness Training (JRT) a prerequisite for employment?

No. However, youth who successfully complete the training will receive a placement preference.

If youth participated in the JRT, are they guaranteed a position with the Program?

No. A placement preference will be given based on worksite availability.

If youth register for the training, does that mean they already applied for employment?

No. Youth must register for training, then must apply for employment. Upon completion of the JRT, youth MUST complete the online employment application on our website (youthatwork.mypgc.us)

APPLYING:

What is the application date for the 2019 Youth@Work/SYEP?

Applications are being accepted on February 1, 2019 and closes on March 22, 2019 at 5:00 pm.

How do youth apply for the Youth@Work/SYEP?

Go to the SYEP website at Youthatwork.mypgc.us and select the link to Apply for Summer Employment. Although there are multiple employment options, we encourage all to apply for Prince George's County Government positions.

From the Employment tab, click on Youth@Work/Summer Youth Enrichment Program link and apply. Returning users can use login information previously created.

If youth are unable to log into the applicant system, what should they do?

Please call the NEOGOV hotline on (855) 524-5627.

Is a work permit required at the time of applying?

Work permits are required for ages 14-17 and are to be completed in the onboarding process, once offered employment. Work permits can be obtained online via: www.dllr.state.md.us.

What if youth do not have an email account?

All applicants must establish an email account, owned solely by them, to apply and receive all correspondence regarding the 2019 Youth@Work/SYEP. Newly created emails should be in the form of a .com or .net extension. Email updates will include: the application status, information regarding the assigned work-site, information about registration and orientation, general program information and updates.

If youth applied for the Youth@Work/SYEP last year, are they required to apply again for this year's Program?

Yes, past participants who wish to participate in the 2019 Program must apply again this year.

What if youth do not have Internet access at home?

The employment application is web-based and can be accessed from any computer with Internet access. The public library is a recommendation.

ORIENTATION/REGISTRATION

When will youth complete employment documentation?

Employment documentation will be completed during the first week of employment.

Do youth get to select their worksite?

No, however, our goal is to match the youth's job interest with available worksites.

Is there a number youth can call if they have any questions or concerns?

Yes, call the SYEP Team Call Center on 301-883-6200.

Is there an email address youth can use if they have any questions or concerns?

Yes. Email us at syep@co.pg.md.us.

PAYROLL

How will youth receive compensation?

Youth who work in County-funded positions, will be paid by direct deposit. Youth who work for private businesses will be paid by the business.

Are direct deposits required?

Youth are highly encouraged to open a bank account for direct deposit or obtain a pre-paid debit card to load their pay. Wages are paid directly into each youth's account.

What are the pay periods?

Youth in County-funded positions are paid bi-weekly beginning July 19 and will receive a total of three (3) paychecks.

Pay periods are two weeks in arrears (For example the paycheck for the week of 06/24/19 – 06/28/19 will not be paid until 7/19/19).

Youth hired by a business will be paid in accordance to their pay cycle.

Who do youth call if there is a concern regarding their paycheck?

Please send an email to syep@co.pg.md.us. In the body of the email, please be as detailed as possible and be sure to include which paycheck there is a concern with (i.e., first, second or third check) so that we can begin resolving the issue. A staff member will make contact to assist in resolving the concern.

How many hours will youth be permitted to work?

Youth ages 14-15 may work a maximum of 24 hours per week.

Youth ages 16-17 may work a maximum of 32 hours per week.

Youth ages 18-22 may work a maximum of 40 hours per week.

What is the rate of pay and will taxes be taken from any gross income?

All youth must pay FICA taxes on their earnings. The rates of pay are:

Youth ages 14-17 - \$9.80 per hour

Youth ages 18-22 - \$11.50 per hour

TYPE OF JOBS

What will my work week consist of?

Summer work hours will consist of a combination of instructional and work hours. The actual work schedule will be developed and provided by the worksite assigned.

Are youth allowed to work on weekends?

Work on weekends is not permitted for County-funded positions.

TAX FORMS

Once I complete my tax forms, does this mean that I have been hired by the SYEP?

No, the completion of tax forms does not guarantee employment.

When should the tax forms be returned?

Friday, April 9, 2019.

What if I need help in completing the tax forms?

Please consult with your parent, guardian or family tax advisor.

I am a minor and have not worked previously, do I still need to complete the tax forms?

The tax forms are needed if you are employed. We are validating the information that was submitted on the applications in advance. This information is needed for payroll and must be downloaded into a particular format. The Office of Human Resources Management (OHRM) is being proactive in ensuring that this information is validated in advance. Again, this is no guarantee for employment. OHRM is performing its due diligence.

PLACEMENT

When will I be notified of my job placement? The SYEP received over 10,000 application for the 2019 program year. There are approximately 6,000 positions. With that, we are working to ensure placement of the youth's interest and their means of transportation to the job is met. Unfortunately, not every youth that apply will be placed.

Will all youth be notified? Yes, regardless of the hiring status, all youth will be notified via email. Please advise the youth to check their junk mail. As of June 24, 2019, the SYEP team is still notifying individuals of their application and placement status.