



# Partnering for Youth Success: SYEP Family Resource Guide

A Resource Guide for Supporting Your SYEP Participant

# Table of Contents

Topic	Page #
About Prince George's County Summer Youth Enrichment Program (SYEP)	3-4
Prince George's County SYEP Timeline	5
Financial Responsibility & Banking	6-7
Payroll: Understand How You Are Getting Paid	8
Accountability & Time Reporting	9
What SYEP Expects of Youth/Young Adults	10
Professional Clothing & Appearance	11
What Parents/Guardians Can Do to Support Their SYEP Worker	12-21
Soft Skills Development at Home	22
Preparing for the End of the Program	23

# About Prince George's County Summer Youth Enrichment Program (SYEP)

The Summer Youth Enrichment Program (SYEP) offers Prince George's County youth and young adults ages 14 to 24 enriching, constructive summer work experiences with community organizations, private-sector companies, and government agencies.



# About Prince George's County Summer Youth Enrichment Program (SYEP)

## Participation Criteria

- Prince George's County resident
- Ages 14-24
- Eligible to work in the United States



## Key Benefits

- Learn new job skills
- Professional development opportunities
- Exposure to a diverse range of careers
- Job readiness training
- Network with career professionals
- Build positive working relationships
- Earn pay for meaningful and rewarding work experiences

# Prince George's County SYEP Timeline

2026 Key Activities	Dates
Application Period	March 1 – March 31, 2026
Eligibility letters emailed	April 2, 2026
Offers emailed, must be accepted within 5 days	May 4, 2026
Onboarding paperwork must be completed	May 29, 2026
Program Dates	July 6 – August 14, 2026
Stipend Pay Date	August 21
Hourly Pay Dates	July 24, August 7, August 21 & September 4



Updates to the calendar will be posted on the Youth@ Work/SYEP Website: [SYEP.mypgc.us](https://syep.mypgc.us).

# Financial Responsibility & Banking

- **Every Youth Worker Needs a Safe Place for Their Pay.** A bank or credit union account ensures your young worker's wages are deposited securely and on time. Direct deposit is faster, safer, and more reliable than paper checks.
- **Banking Teaches Financial Independence.** Opening and managing a bank account helps youth build essential money-management skills:
  - › Tracking income
  - › Learning to budget
- **Youth Should Not Use Another Adult's Bank Account.** For payroll and tax reporting, the youth must have an account in **their own name** (or a joint account with a parent/guardian). Using another adult's account can delay pay, create errors, or block access to funds.
- **Choose Accounts Designed for Teens.** Teen-friendly checking or savings accounts typically:
  - › Have low or no fees
  - › Provide debit card controls
  - › Offer mobile banking access
  - › Allow joint account monitoring
- **These features give youth independence with safeguards.**

# Financial Responsibility & Banking

- **Help your youth worker understand banking fees.** Parents/Guardians can help youth avoid common pitfalls such as:
  - › Overdraft fees
  - › Minimum balance penalties
  - › ATM fees
- **Teach Safe Debit Card Use.** Parents/Guardians should reinforce:
  - › Never sharing the PIN
  - › Reporting a lost/stolen card immediately
  - › Checking balances before spending
- **Banking Builds Long-Term Financial Stability.** Learning how to utilize a bank account helps:
  - › Build responsible money habits
  - › Learn financial planning
  - › Avoid risky alternatives like check-cashing stores
  - › Prepare for adulthood expenses (college, car, housing)
  - › Learn that this is more than a paycheck—it's a financial foundation.

**Your Support Sets Them Up for Success**  
Parents/guardians are essential partners in preparing youth for the workforce. Guidance on banking helps youth feel confident, responsible, and ready for future financial independence.



# Payroll: Understand How You Are Getting Paid

**Stipends** are earned for participation in the Prince George's County SYEP Signature Programs. These are enriching learning opportunities that prepare participants for the workplace.

Stipends are a **one-time** payment.

**The 2026 stipend payout date is August 21, 2026.**

75% of the work must be completed in order to earn the stipend.

**YOUTH@WORK SYEP PRINCE GEORGE'S COUNTY SUMMER YOUTH ENRICHMENT PROGRAM**

## Stipend Payment or Hourly Compensation

WHAT IS THE DIFFERENCE IN THE SYEP PAYOUTS?

STIPEND PAYMENT	HOURLY COMPENSATION
Fixed payment for learning and gaining experience.	Paid a set amount for every hour worked.
Payable in one lump sum, after the program ends.	The Formulas: Hours Worked × Hourly Rate = Gross Pay
Must complete all learning activities in order to earn payout.	Take Home Pay = Gross Pay - Deductions, including FICA (Social Security & Medicare)
Lump sum payment, no taxes taken.	Payout is every 2 weeks.

**Questions?**  
SYEP@co.pg.md.us  
301-883-6200  
SYEP.mypgc.us

**Elevate PRINCE GEORGE'S One County United**

**Hourly Compensation** is earned for work that is done in traditional job assignments and compensated for the actual hours worked. These opportunities contribute to the goals and services of partner organizations.

Hourly compensation is earned every two weeks.

**The 2026 pay dates are: July 24, August 7, August 21 & September 4**

# Accountability & Time Reporting

Make sure your SYEP participant understands

- Criteria for being counted as present in a virtual setting.
- Time reporting requirements in a face-to-face setting.
- The requirements for reporting an absence.
- The importance of honest time reporting.
- Compensation is only earned for time worked.



# What SYEP Expects of Youth/Young Adults

- Completion of all Onboarding paperwork by May 29, 2026
- On-time daily arrival to work
- Professional and courteous behavior
- Completion of assigned tasks and assignments
- Regular communication with supervisors
- Adherence to worksite policies and safety procedures

# Professional Clothing & Appearance

The SYEP participant should arrive at work in job-appropriate attire as directed by their supervisor.

## Key Clothing Tips

- **Prioritize Function and Fit:** Clothes should not be too tight, baggy, or revealing.
- **Appropriate Lengths:** Skirts, dresses, and shorts should generally reach the knees. There should be no shorts in the office.
- **Modesty Matters:** Avoid clothes with tears, rips, or offensive logos.
- **Shoes:** Wear comfortable, clean, and closed-toe shoes, especially if on your feet often.

## Appearance and Grooming

- **Grooming:** Keep hair and nails neat, clean, and well-groomed.
- **Accessories:** Keep jewelry simple and avoid excessive or loud accessories.
- **Scent:** Avoid overpowering perfumes or colognes.

## Professional Habits

- **Observe and Adapt:** Encourage your child to use colleagues' and managers' attire as a guide to workplace norms, and to adjust their style accordingly while still reflecting their professional identity.
- **Ironing/Preparation:** Iron clothes and ensure they are well-maintained.
- **Respectful Look:** Dressing well shows you take the job seriously and respect the organization.



# What Parents/Guardians Can Do to Support Their SYEP Worker

Although you may be inclined to act on behalf of your youth worker, support them by encouraging them to take the lead in the following:

- Contacting the supervisor or SYEP Staff for issues such as timecards, paychecks, or routine matters.
- Reporting workplace issues and concerns.
- Managing work, SYEP emails, or assignments.
- Going into the office without parental supervision.

**The goals are to encourage accountability and independence. Teach your SYEP participant how to do each of these tasks on their own.**

# Additional Support For Your SYEP Worker

- Promote professional habits
- Help them build independence
- Support them in getting organized
- Teach them financial responsibility
  - › Help them set goals for their earnings (school supplies, savings, etc.)
  - › Provide lessons on saving money and budgeting
  - › Open a bank account
- Encourage positive communication
- Support transportation & logistics
- See something, say something
- Reinforce workplace safety



Supporting youth workers is crucial to building strong partnerships between youth and the adults who dedicate their time to guiding, mentoring, and nurturing them.

**The following pages include key messages parents/guardians can convey to effectively support youth workers/SYEP participants.**

# Roles & Responsibilities



- **Remember that your youth worker is the employee.** Teach your youth how to speak to their supervisors and ask the questions that you both may have. Take notes and practice at home if necessary.
- **Teach your youth how to escalate their concerns.** If your youth needs more clarification than the supervisor can provide, they can email [SYEP@co.pg.md.us](mailto:SYEP@co.pg.md.us). They will need to include their full name, work assignment, and the full issue so the SYEP Team can investigate.

# Open Communication



- **Share relevant information.** Encourage your youth to let their supervisor know about any changes or challenges in their life that could affect their behavior or participation.
- **Be available and responsive.** Actively engage in regular, respectful conversations with youth workers regarding how their day went and what they are working on.

# Show Appreciation



- **Say thank you.** Remind your youth worker that a simple thank you or kind word goes a long way.
- **Recognize their efforts.** Encourage your child to recognize the time and effort supervisors and colleagues invest in supporting them. Help them practice simple, professional ways to express appreciation, such as saying thank you, acknowledging guidance, and showing respect for opportunities, so they build strong, positive workplace relationships.

# Respect Their Supervisor



- **Tone and delivery.** Remind your youth that their tone and delivery are important when they are talking to their supervisors. They must show respect when speaking, even when they disagree.
- **Trust their judgment.** Your youth must trust their supervisor. If there is a concern, especially if it impacts their safety, please have the youth report it to [SYEP@co.pg.md.us](mailto:SYEP@co.pg.md.us). Include full name, impacted supervisor, worksite name, and the issue.

# Consistent & Reliable



- **Consistency is not just big actions.** Ensure that your youth worker knows the importance of consistency. This can be accomplished with consistent daily habits:
  - › Dressing appropriately for work
  - › Following instructions
  - › Keeping track of assignments
  - › Staying focused and minimizing distractions
  - › Completing tasks with the same quality every time
  - › Communicating with your supervisor
- **Reliability Builds Trust.** Ensure that your youth worker knows that when they follow through on tasks and meet deadlines, their supervisor learns that they can count on them. Reliability = trust, and trust can lead to stronger references, more responsibilities, and future job offers.

# Positive Attitude



- **Attitude sets the tone.** A positive attitude is not about pretending everything is perfect—it's about how your youth worker shows up. Their energy influences the team, the customers, and their experience.
- **Be open.** Stay open to feedback, manage frustration, and maintain a solution-oriented mindset.
  - › Listen without arguing
  - › Accept feedback with maturity
  - › Try again and improve
- **Be professional.** A positive attitude means maintaining professionalism when you're tired, frustrated, or dealing with challenges. This includes:
  - › Staying respectful
  - › Being patient
  - › Managing emotional reactions
  - › Staying solution-focused instead of complaint-focused

# Work Interactions



- **Positive reputation.** Youth workers want to make a positive impression on their colleagues and leadership team by maintaining a positive attitude, completing their work on time, offering creative suggestions, and volunteering for additional learning opportunities.
- **Colleague relationships.** Youth workers should establish good working relationships with their colleagues. These relationships are essential for unlocking future opportunities.

# Work Engagement



- **Engagement means being present, not just showing up.** Youth workers should know that being engaged means they are mentally present, focused, and participating. Engagement is demonstrated by:
  - › Paying attention
  - › Showing initiative
  - › Asking questions
  - › Completing tasks
  - › Avoiding distractions (personal calls, cell phone usage, side conversations)
- **Be curious and ask questions.** Engaged youth are energized about learning. Asking questions shows interest—not weakness. Questions should help you improve accuracy, understand goals, or perform tasks correctly. Curiosity demonstrates commitment to growth.

# Soft Skills Development at Home

## Parents can help reinforce:

- Active listening
- Teamwork and collaboration
- Problem-solving
- Accountability
- Customer service skills
- Time management and personal organization
- General job readiness skills

## Supportive Parental Activities:

- Conduct a daily debrief
  - How was work today?
  - What did you learn?
  - What was the best thing that happened today?
  - What was the worst thing that happened today?
- Help with weekly goal-setting and reflection
- Encourage journaling

# Preparing for the End of the Program

Prior to the end of the program,

- Encourage the SYEP participant to request references or letters from supervisors.
- Have the SYEP participant update their resume and have their supervisor review it.
- Discuss career interests with the SYEP participant, based on their work experiences

When the program ends, celebrate the accomplishments!



Please note that W-2 tax forms are mailed by the Payroll Department by January 31 of the following year.