

Partner Information Session

June 17, 2026

Agenda

- Key Dates
- Placement/Offers Update
- Onboarding Process & Checklists
- I-9 Documentation Review
- Day 1: Preparations
- Preparation Reminders
- SYEP Website Resources
- SYEP Time Management Portal
- Compensation Reminders
- 2026 Lunch & Learn Series
- Worksite Pictures
- Partner Notes
- Q&A

Please place your questions in the chat during the presentation or hold them until the end.

The SYEP staff will address them promptly.

Thank you!

Key Dates



Date	Activity
March 1, 2026	SYEP Application Launch
March 31, 2026	SYEP Application Final Day, 11:59 p.m.
April 2026	<ul style="list-style-type: none"> Eligibility and Next Step Notices sent to applicants - 4/2 Youth Placements
May – June 2026	<ul style="list-style-type: none"> Offer Letters - 5/1 Onboarding for selected participants
July 6, 2026	Day 1 – SYEP 2026
July 24, 2026	Pay Day #1 – Hourly Compensated Participants (one week)
August 7, 2026	Pay Day #2 – Hourly Compensated Participants
August 14, 2026	Last Day – SYEP 2026
August 21, 2026	<ul style="list-style-type: none"> Pay Day #3 – Hourly Compensated Participants Pay Day – Stipend Compensated Participants
September 4, 2026	Pay Day #4 – Hourly Compensated Participants (one week)

This includes **in-person** I-9 document verification.



Placement/Offers Update

100%

- The 2026 SYEP is now **at full capacity**.
- All candidates have been notified of their hire status.
- If a participant declines at this stage:
 - ✓ Acknowledge and confirm the decision with the participant,
 - ✓ Document the participant's name and contact information,
 - ✓ Notify the SYEP Team by emailing the information to SYEPPartners@co.pg.md.us.

All decline decisions are considered final!

Placement/Offers Update

Additional Opportunities

- If you are aware of any seasonal opportunities for youth outside of SYEP, please share the information with us so we can provide it to applicants who were not selected.
- While there is no legal requirement for an employer to refer unsuccessful job applicants to other jobs or companies, **we collectively understand** that youth are seeking opportunities for employment and growth!
- We want to be **intentional** with the development of our County's youth and often share alternative options for consideration.
- Providing referrals is a matter of **courtesy**.



Onboarding Process

- NEOGOV Onboard is the system that Prince George's County Government uses to manage the transition from candidate to employee through a digital onboarding process.
- SYEP employees received an activation email from donotreply@neogov.com to set up their NEOGOV Onboard account.
- SYEP employees **must** complete their Onboarding Checklist before starting their assignment.
- **Deadline:** June 30, 2026.



SYEP Onboarding Checklists

Checklist Document	Hourly-Youth	Stipend-Youth
I-9	Yes	Yes
MD MW507 Withholding Form	Yes	No
Standard W4 Form	Yes	No
Beneficiary Form	Yes	Yes
Tax Acknowledgement Form	Yes	Yes
Work Permit Application (under 18 years old)	Yes	Yes
Code of Conduct Acknowledgement	Yes	Yes
Workplace Harassment Training	Yes	Yes



I-9 Documentation Review

Form I-9 is a required employment verification form used to confirm identity and authorization to work in the United States.

All hired SYEP participants must complete the I-9 process before beginning work to ensure eligibility for paid program placement.

The following steps to complete the full process includes:

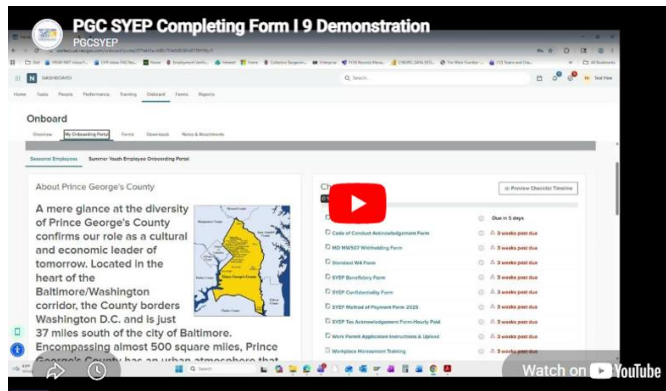
1. Online Verification
2. In-Person Verification

I-9 Online Verification

- Online Verification is a **prerequisite** for In-Person Verification.
- Selected participants must complete Section 1 of the Form I-9 online **before scheduling** an in-person appointment.



Need Assistance? Youth can review the [I-9 Demonstration Video](#) for guidance.



I-9 In-Person Verification

- Once a participant completes Section 1 of the Form I-9, they will be invited to schedule an appointment to present their identification documents for verification and scanning.
- **In-Person Verification Location:** Office of Human Resources Management (OHRM), 1400 McCormick Drive, Largo, MD.
- Participants must present their own original identification documents; documents may not be submitted by a parent, guardian, or other representative.
- Appointments are expected to take approximately 10–15 minutes.

2026 SYEP I-9 Verification Dates

< June 2026 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



9:00 AM – 7:00 PM

I-9 Acceptable Documents Summary

Employees must present either **one List A document** OR a combination of **one List B and one List C document**.

List A

Identity + Employment Authorization

- U.S. Passport or Passport Card
- Permanent Resident Card (Green Card) or I-551 stamp
- Foreign passport with temporary I-551 stamp
- Employment Authorization Document (Form I-766)

Essential Tips:

- Documents must be **original** (photocopies are not accepted, except for certified birth certificates).
- Employees choose which documents to present.
- Documents must be unexpired.
- The full list can be found on the [USCIS website](#).

List B

Identity only

- Driver's license or ID card issued by state/outlying possession
- ID card issued by federal, state, or local government agencies
- School ID card with a photograph
- Voter's registration card

List C

Employment Authorization only

- Social Security Account Number card (unless it states "not valid for employment")
- Original or certified copy of birth certificate
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)

Day 1: Get Ready, Here They Come!

Have you?

1. Reached out to each participant to:
 - Engage & Welcome
 - Provide reporting details
 - Address/Sign-on details
 - Date & Time
 - Attire
 - Provide supervisor contact information
2. Sent a list of participants that have declined to SYEPPartners@co.pg.md.us

Are you ready?

Program Start Day: July 6, 2026



Plan a Worksite Orientation for Day 1!

- Welcome and Opening Remarks
- Introductions
- Icebreaker Activity
- SYEP Day 1 Orientation (*guide is provided by the SYEP Team*)
- Partner/Worksite Orientation
 - Overview of the organization
 - Details about the work assignment
 - “A Day in the Life”
 - Expectations for participant(s)
 - Worksite supervisor contact information

WELCOME



Day 1: Preparation Reminders

- Assign work that is *meaningful* and supports the needs of your organization.
- Add a touch of fun to make the assignment introduction more engaging. **Ask yourself:** How can I make this an experience that youth want to return to daily?



Guiding Thought: This may be the first job for many of these young professionals – approach this experience with patience and see it as a chance to mentor, inspire and shape strong work-life habits that will stay with them.

- Young people may forget what you said, but they will always remember how you made them feel. (adapted from Maya Angelou)

SYEP Website Resources

Online resources are available to support both hired youth and employers.

- **Hired Youth Resources**
 - This is a central hub for all information and required steps for youth accepted into the SYEP program, including onboarding, key program updates, helpful resources, and guidance from acceptance through program completion.
- **Host/Sponsor**
 - Partner Resources: This section provides worksite partners with essential tools, forms, guidelines, and updates to support successful participation in the program.

Human Resources Management	-
About OHRM	+
Benefits	+
Pensions & Retirement	+
Careers	+
Employees	+
Retirees	+
Youth Employment and Internships	-
Press & Reports	
Summer Youth Enrichment Program	-
Hired Youth Resources	
Host/Sponsor	
Volunteer Internship Program	
Youth@Work Internship Program	
Youth@Work Job Readiness Training	
HR Liaisons	+
New Employee Resources	+



Resource Guides

Available on the SYEP Website

Participant Participant Resource Guide

- Overview of the program
- Selection process
- Onboarding & Orientation
- Compensation, Time & Attendance
- Policies & Procedures
- Safety
- Code of Conduct
- Expectations
- Workplace Harassment & Hostile Work Environment
- SYEP Contact Information

Also available:
Family Resource Guide

Resource Guides

Available on the SYEP Website

Partner

Partner Resource Guide

- Overview of the program
- Selection Process
- Expectations
- Compensation, Time & Attendance
- Policies & Procedures
- Safety
- Code of Conduct
- Workplace Harassment & Hostile Work Environment Training
- Discrimination
- SYEP Contact Information

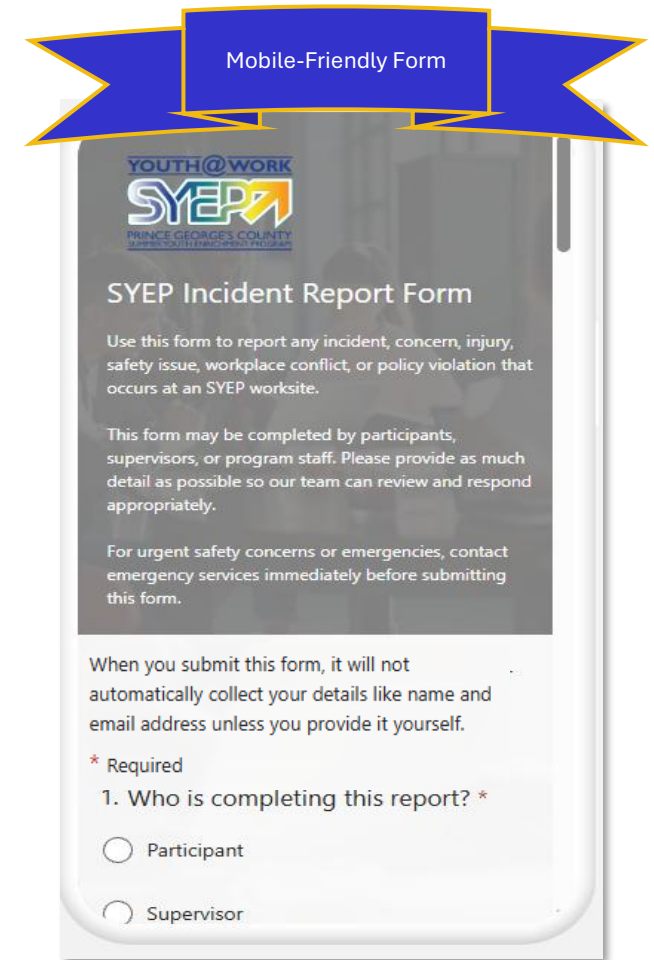
Also available:
Day 1 SYEP Orientation

SYEP Incident Report Form

New & Improved Reporting Process

The Incident Report Form has been updated to improve clarity and ease of use.

- Report workplace incidents, concerns, and safety issues quickly.
- Supports faster follow-up, assistance, and resolution.



Mobile-Friendly Form

YOUTH@WORK
SYEP
PRINCE GEORGE'S COUNTY
www.syep.org

SYEP Incident Report Form

Use this form to report any incident, concern, injury, safety issue, workplace conflict, or policy violation that occurs at an SYEP worksite.

This form may be completed by participants, supervisors, or program staff. Please provide as much detail as possible so our team can review and respond appropriately.

For urgent safety concerns or emergencies, contact emergency services immediately before submitting this form.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

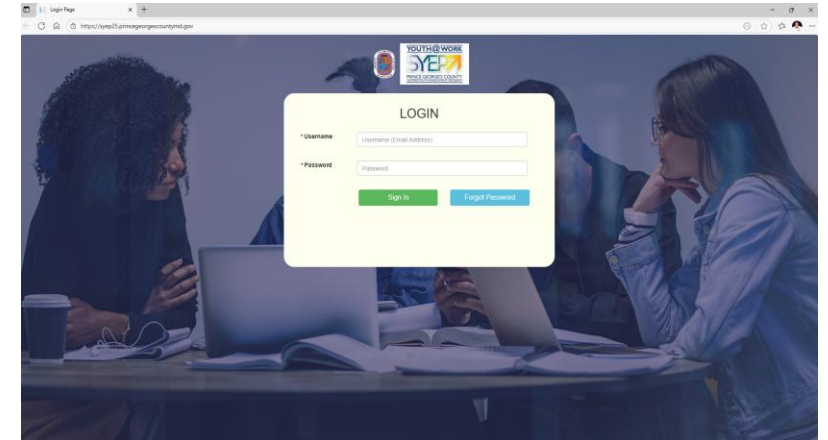
1. Who is completing this report? *

Participant

Supervisor

Time Management Portal

- Portal will be very similar to last year's version.
- Partners will receive a link via email to log into the Time Management Portal.
- The initial partner contact is the person who completed the participation survey.
 - Updates can be made after the initial login.
- Each partner can have 3 people listed as timekeepers in the portal.




SYEP Time Management Portal



Hourly Compensation

- Enter the total hours worked for each day or each participant, measured to the closest 15-minute increment:
 - 15 minutes = .25
 - 30 minutes = .50
 - 45 minutes = .75
- Click “Save As Draft” to save the submission
- Click “Submit Timesheet” to submit the timesheet to the SYEP Team.
- Timesheets for hourly participants must be submitted weekly, by **Friday at 5 p.m.**, or the participants **risk not getting paid**.

Stipend Compensated

- Enter a “1” for each day that the participant was present **or that make-up work was completed.** 
- Click “Save As Draft” to save the submission
- Click “Submit Timesheet” to submit the timesheet to the SYEP Team.
- Stipend-compensated participants must complete 75% of the program in order to earn the compensation.
- Participants who earn the compensation will be paid on August 21.
- We are asking that timesheets be submitted weekly, by **Friday at 5 p.m.**, for stipend participants.

SYEP Time Management Portal

Need help with the Time Management Portal?

 Email SYEPPartners@co.pg.md.us to request a session.

 We'll schedule a time to connect.

 A Teams call will be set up to guide you through the process with one of our dedicated staff members.



We are here to help you!

Compensation Reminders



Hourly Compensation

- **14-15-year-old** participants are not eligible for hourly compensation.
- **16-17-year-old** participants earn \$13/hour and can work a max of 32 hours per week.
- **18-24-year-old** participants earn \$15/hour and can work a max of 40 hours per week.
- Please have work schedules available that are close to the weekly maximum available hours.
- SYEP Participants are *only compensated for the hours that they work*.
- SYEP Participants are *not eligible for holiday pay or overtime*.

Stipend Compensation

- Participants enrolled in the SYEP Signature Programs are eligible for the following:
 - 14-15-year-old participants can earn \$300
 - 16-17-year-old participants can earn \$400
 - 18-24-year-old participants can earn \$500
- In order to earn the stipend, participants **must** complete 75% of the course.

Lunch & Learn Series

Topic	Date
Making the Most of your Internship	July 15, 2026
Budgeting 101	July 22, 2026
Mental Health, Wellness, and Stress Management	July 29, 2026
Bridging Generational Gaps	August 5, 2026
Personal Discovery	August 12, 2026

A **Lunch and Learn** is an informal educational or training session held during the midday break, typically at lunchtime, with a brief presentation or workshop.

This workshop may be in-person and details will be announced soon.



Worksite pictures

Capture the story!

- Action shots! Group photos! Selfies/or Group photos (Usies)!
- Sharing photos and videos helps us **highlight the real-world impact** of our interns at your site, showcase your contribution to the SYEP program, and celebrate your role in shaping future talent.
- We love testimonials and want to include this information in our annual reports and as we advocate for additional funding for future programs.
- Please send any that you take to SYEPPartners@co.pg.md.us or tag us on social media. @PGCSYEP



Let us know and tag us with **#PGCSYEP**

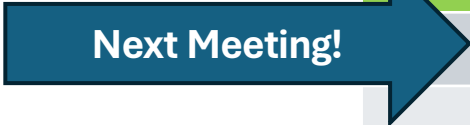


Partner Notes



- Document the names of youth who **do not show up or are unresponsive within the first 3 days** of the program.
- Send the names of applicable youth to SYEPPartners@co.pg.md.us.
- Record all communication attempts in your internal records in case a young person contacts SYEP about not receiving outreach.

Next Meeting



Partner Information Sessions Microsoft Teams 3 rd Wednesday, 10:00 AM – 11:00 AM	
	January 21, 2026
	February 18, 2026
	March 18, 2026
	April 15, 2026
	May 20, 2026
	June 17, 2026
Next Meeting!	July 15, 2026
	August 27, 2026

Contact Us

SYEP Partners, please contact us via: SYEPPartners@co.pg.md.us

Please direct youth/young adult questions to: SYEP@co.pg.md.us

Follow us on Social Media:

facebook



Instagram



X



- Program Announcements
- Good News Stories
- Job Readiness Tips!
- And more!



What questions do you have?

Please raise your hand to be called on or ask your questions in the chat.

Thank you!