



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #09-48-EMP

*(This Policy Bulletin Replaces PD #00-51 and PD #01-20)*

### 2009 SUMMER YOUTH EMPLOYMENT PROGRAM MAILING

<p><b>Date:</b> April 30, 2009</p>	<p><b>Subtopic(s):</b> Mailing</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff about a mailing that is being sent by Management Information Systems (MIS). The Summer Youth Employment Program (<b>EXP-85F</b>) is a new form that is being sent to eligible Cash Assistance (CA) households, and announces a program that provides summer employment and educational opportunities for New York City's youths.</p> <p>The Summer Youth Employment Program (SYEP) is administered by the New York City (NYC) Department of Employment (DOE) and will offer youth the opportunity to work in a variety of jobs throughout the city during the Summer of 2009. This year's program has a limited number of jobs, therefore, the deadline for signing up for SYEP is May 15, 2009.</p> <p>All NYC residents between the ages of 14 and 24 (as of July 1, 2009) are eligible to apply. Documents listed on the mailing notice will be needed by those who are selected, which includes: Proof of Age, Citizenship Status, Social Security card, Proof of Address, Proof of Cash Assistance, Working Papers, and Selective Service Registration.</p> <p>Workers must inform applicants/participants that children between the ages of 14 and 24 may be able to obtain one of these part-time summer jobs that emphasize real world work experience. Participants will work up to 25 hours per week in a variety of entry-level jobs at government agencies, hospitals, summer camps, nonprofit organizations, small businesses, law firms, museums, sports enterprises, and retailers.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center*

The SYEP application period is now open, and eligible household members are invited to apply. Applicants/participants can visit the web site at [www.nyc.gov.dycd](http://www.nyc.gov.dycd), to apply online or download a printable application, or obtain a list of community-based organizations where applications are being accepted. Applicants/participants should return the completed application to one of the community-based organizations on the list.

Applicants/participants with questions can call NYC at 311 or Youth Connect at (800) 246-4646.

See [PD #02-49-ELI](#)

The earned income of a dependent child is exempt from budgeting on a cash assistance or food stamp case if the dependent child is:

- 18 years of age and is a full- or part-time student
- is less than 18 years of age, or
- is under the age of 21 and is an Essential Person on a Family Assistance (FA) case.

A sample of the form is attached.

*Effective Immediately*

**Related Items:**

- [CD #09-11](#)
- [PD #02-49-ELI](#)

**Attachments:**

- EXP-85F** Summer Youth Employment Program
- EXP-85F (S)** Summer Youth Employment Program (Spanish)

 Please use Print on Demand to obtain copies of forms.

Dear Fellow New Yorkers,

The Summer Youth Employment Program (SYEP) provides New York City (NYC) youths between the ages of 14 and 24 with summer employment and educational opportunities. Participants work up to 25 hours a week in a variety of entry-level jobs at government agencies, hospitals, summer camps, nonprofit organizations, small businesses, law firms, museums, sports enterprises, and retailers. It emphasizes real world work experience while at the same time introduces participants to the programs and services offered by local community-based organizations.

The SYEP application period is now open and we are inviting eligible members of your household to apply. Visit [www.nyc.gov/dycd](http://www.nyc.gov/dycd) to apply online or download a printable application, or obtain a list of community-based organizations where applications are being accepted.

All New York City residents between the ages of 14 and 24 (as of July 1, 2009) are eligible to apply. Anyone who is interested in applying should also begin gathering the documents that will be needed if you are selected to participate in SYEP, which include:

- **Proof of Age (birth certificate, U.S. Passport, Alien Registration Card, New York State ID or driver's license)**
- **Citizenship Status (U.S. birth certificate, U.S. Passport, Alien Registration Card or Certificate of Naturalization)**
- **Social Security card**
- **Proof of Address (utility bill, lease, or official mail from a Federal, State or City agency)**
- **Proof of Cash Assistance (as of January 2009)**
- **An Electronic Benefit Transfer (EBT) card and a store receipt**
- **Working Papers (for youths under the age of 18)**
- **Selective Service Registration (for males 18 years of age and older)**

**Applications will only be accepted until May 15, 2009**, so apply as soon as possible. If you have any questions, call NYC at 311 or Youth Connect at (800) 246-4646.

The earned income of a dependent child is exempt from budgeting on your cash assistance and food stamp case, if the dependent child is:

- **at least 18 years of age and is in school full or part-time, or**
- **less than 18 years of age, or**
- **under the age of 21 and is an Essential Person on a Family Assistance (FA) case**

Sincerely,



Robert Doar  
Commissioner

Estimados neoyorquinos:

El Programa de Empleo de Verano para la Juventud (Summer Youth Employment Program – SYEP) le proporciona empleo de verano y oportunidades educacionales a la juventud entre las edades de 14 y 24 años de edad de la ciudad de Nueva York (New York City – NYC). Los participantes trabajan hasta 25 horas a la semana en una variedad de trabajos de nivel de entrada en agencias gubernamentales, hospitales, campamentos de verano, organizaciones sin fines de lucro, empresas pequeñas, bufetes de abogados, museos, empresas deportivas, y detallistas. Este programa enfatiza la experiencia de la vida real a la vez que familiariza a los participantes con los programas y servicios que brindan las organizaciones locales y comunitarias.

El plazo de la solicitud de SYEP está actualmente en vigencia, e invitamos a los miembros elegibles de su hogar a que presenten solicitud. Visite [www.nyc.gov/dycd](http://www.nyc.gov/dycd) para presentar solicitud por Internet, o baje una solicitud para imprimirla, u obtenga una lista de organizaciones comunitarias en los lugares en donde se aceptan solicitudes.

Todo residente de la ciudad de Nueva York entre las edades de 14 y 24 años (a partir del 1ero de julio, 2009) es elegible para tramitar solicitud. Toda persona que desee presentar solicitud debe comenzar a reunir los documentos necesarios en caso de ser seleccionada para participar en SYEP. Esto incluye:

- **Comprobante de edad (partida de nacimiento, Pasaporte de EE.UU., Tarjeta de Registro de Extranjero o Cédula de Identidad del Estado de Nueva York o licencia de manejar)**
- **Estado de Ciudadanía (Partida de nacimiento de EE.UU., pasaporte de EE.UU. o Tarjeta de Registro de Extranjero o Certificado de Naturalización)**
- **Tarjeta de Seguro Social**
- **Comprobante de Domicilio (factura de servicio de electricidad y/o gas, contrato de arrendamiento o correspondencia oficial de parte de una agencia de la ciudad, estado, o gobierno federal)**
- **Prueba de Asistencia en Efectivo (a partir de enero 2009)**
- **Tarjeta de Transferencia Electrónica de Beneficios (Electronic Benefit Transfer – EBT) y recibo de la tienda**
- **Documentos de Trabajo (para los menores de 18 años de edad)**
- **Registro de Servicio Selectivo (para los varones de 18 años o mayores)**

**Puesto que sólo se aceptarán solicitudes hasta Mayo 15, 2009**, presente su solicitud tan pronto posible. Si tiene cualquier pregunta, llame a NYC al 311 o a Youth Connect al 800-246-4646.

El ingreso salarial de un niño dependiente está exento del presupuesto de su caso de asistencia en efectivo y de cupones para alimentos, si el niño dependiente es:

- **de por lo menos 18 años de edad y asiste a la escuela a tiempo completo o parcial, o**
- **menor de 18 años de edad, o**
- **menor de 21 años de edad y es una Persona Esencial en un Caso de Asistencia Familiar.**

Sincerely,



Robert Doar  
Commissioner