

# SUMMER YOUTH EMPLOYMENT PROGRAM

## FREQUENTLY ASKED QUESTIONS

Applications for the 2017 MyCITY Summer Youth Employment Program will OPEN on Sunday, April 16, 2017 at 3:00 pm and will close on ~~Sunday, April 23, 2017 at 11:59 pm~~ **Wednesday, April 26, 2017 at 11:59 pm.**

Selection into the MyCITY Summer Youth Employment Program will be chosen at random by an unaffiliated third party entity from a list of all applications received. Completing the application does not guarantee eligibility or participation in the program. The random drawing process will be complete on (or about) Thursday, April 27th. Within 2 business days of the random drawing process, you will receive an email from [YOUsummer@kresa.org](mailto:YOUsummer@kresa.org) notifying you of the next steps. If you are selected into the MyCITY program, you will receive an email from [YOUsummer@kresa.org](mailto:YOUsummer@kresa.org) containing appointment times to choose from. Appointment times will be available between May 5<sup>th</sup> and May 18<sup>th</sup>, 2017. Once you receive the email from [YOUsummer@kresa.org](mailto:YOUsummer@kresa.org), please select your appointment time and then plan to attend your mandatory appointment to be held at Youth Opportunities Unlimited (Y.O.U.), 422 E. South Street, Kalamazoo, MI.

Attending your scheduled appointment is mandatory. Please refer to the “Required Documentation” section for specifics on what documents to bring to your first scheduled appointment. Eligibility for the program will be determined after the on-line application is complete and required documentation has been submitted. Y.O.U. reserves the right to limit participation based on available employment opportunities. If selected for the MyCITY Summer Youth Employment Program, you will be notified by email.

To complete the on-line application process, you will need to have:

- Name and home street address
- Applicant phone number as well as parent/guardian phone number
- Valid email address
- Be able to answer questions regarding school status and name of school attending

### Do I need my parent/guardian with me to register?

No, but please note that parent/guardian signatures will be required for minors prior to being placed into work experience. If selected to participate in the MyCITY Summer Youth Employment Program, your first scheduled appointment will include documentation requiring parent/guardian signature. Parent/guardian are welcome to attend this scheduled appointment or the required documents can be sent home with the applicant and must be returned by scheduled deadline.

### When does online application open, how will I apply?

- The ONLINE application opens at 3:00 pm on Sunday, April 16, 2017.
- All applications will be ONLINE. To complete the application, you will need a computer or other device that is connected to the internet.
- You will find the ONLINE application link at [www.kresa.org/MyCITY](http://www.kresa.org/MyCITY)

**Note:** Please use Chrome or Firefox web browsers

## Who can participate in the 2017 MyCITY Summer Youth Employment Program?

- You must be ages 14-18, and
  - You must attend a Kalamazoo Public School, or
  - You must live within Kalamazoo's City limits (not Kalamazoo Township). Please contact Y.O.U. if you are unsure whether your address is located within the Kalamazoo City limits you may [CLICK HERE](#) to check the City of Kalamazoo Street Guide Directory.

## When is the 2017 program, and how long will it last?

- Eligibility determinations will occur during the month of May and extend into early June.
- Employment will begin on June 22, 2017 for some and June 26, 2017 for others and will end on August 11, 2017. Actual start date will be determined by age and job site placement.

## If I registered last year, do I need to register in 2017

Yes, applicants will only be selected from the complete application and eligibility process during the 2017 registration period.

## Can I register my sister or brother at the same time?

- No, each person must register individually
- Each person must have their own email account

## I don't have a computer at home. How will I register online?

- Open computer lab hours will be available at Y.O.U., 422 E. South Street, Kalamazoo, MI, Monday-Friday, 3:30-4:30 pm beginning Monday, April 17<sup>th</sup> through ~~Friday, April 21<sup>st</sup>~~ Wednesday, April 26<sup>th</sup>.
- Michigan Works! Southwest, 1601 S. Burdick St, Kalamazoo, MI has computer and internet availability Monday-Friday 8am-5pm.
- If you have a smartphone, or a phone with internet access, you may be able to complete the application process using the phone even if you do not have a computer.

## What if I don't know my social security number and don't have a social security card?

A Social Security card is required for being placed into work experience. You MUST have your social security number to complete the eligibility process. For additional information on how to obtain a social security card please visit [www.socialsecurity.gov/ssnumber/](http://www.socialsecurity.gov/ssnumber/)

If you have applied for a new or replacement card, but have not received the actual Social Security card yet, confirmation can be submitted during your first mandatory scheduled appointment at Y.O.U. showing that you have applied for a new (replacement) card from the Social Security office. Please Note: the actual Social Security card will be required prior to being placed into work experience.

If you need financial assistance obtaining eligibility documents, please contact Y.O.U. at 269-349-9676.

## I don't have an email address? How can I get one?

- You can sign up for a free email address through many different email providers such as: Google, Yahoo, and Hotmail.
- The email address is how Y.O.U. will communicate with you after completing the ONLINE application so be sure to check your email inbox often.

## My parent/guardian doesn't want me to have an email account.

Email is the fastest and easiest way for you to apply and stay connected with us. Y.O.U. only uses email addresses and phone numbers to contact you about employment and other opportunities available at Y.O.U.

## If I apply, what other documents will I need to participate in the program?

- Birth certificate
  - Ages 14 to 18 as of June 22, 2017.
- Social Security Card
  - Spelling of name listed on Social Security Card must match name listed on birth certificate.
  - See Social Security question above for information on how to apply for a Social Security card if you do not have one.
- Residency
  - Kalamazoo Public School (KPS) school issued student ID from the 2016/2017 school year or the most recent report card from the 2016/2017 school year. NOTE: If your school does not issue a new ID each year, therefore does not have printed on it "2016/2017" school year, please plan to provide your most recent 2016/2017 report card.
- If you do not attend a Kalamazoo Public School (KPS), but live within the Kalamazoo City limits, please provide proof of residency such as a Michigan ID or Michigan Driver's License. NOTE: For applicants under the age of 18 a parent/guardian ID may also be used to document residency however parent name must be listed on birth certificate or court ordered legal guardianship documentation must be provided. If parent/guardian ID is used to document residency, a school photo ID or report card will be required prior to completing employment documents.
  - If the applicant does not attend a Kalamazoo Public School, please [CLICK HERE](#) to confirm whether your address falls within the Kalamazoo City Limits (vs. Kalamazoo Township). Only applicants that attend a Kalamazoo Public School or live in the Kalamazoo City Limits are eligible.

## I don't have a certified copy of my birth certificate. How can I get one?

- If you were born in Kalamazoo County, you may get a copy of your birth certificate from the Kalamazoo County Court House,
- If born in another state, you will find additional information at <http://www.cdc.gov/nchs/w2w/index.htm>
- If you need financial assistance obtaining eligibility documents, please contact Y.O.U. at 269-349-9676.

## How will I be paid if selected into the MyCITY Summer Youth Employment Program?

You will have the option of either direct deposit into your bank account or a paper pay check. If you choose the direct deposit option, a direct deposit form will need to be complete prior to beginning paid work experience. Please note the following criteria for the direct deposit option:

- The bank account must include the applicants name
- The email address used to apply for the MyCITY Summer Youth Employment Program will be needed in order to access your pay stubs.

Specifics regarding pay dates will be provided during the work experience orientations held at Y.O.U.

## Will there be a background check?

Yes, a background check will be conducted on all youth selected into the Summer Youth Employment Program.

## Once I complete the ONLINE application process, what happens next?

You will be directed to a confirmation page saying that your application was submitted successfully. Seeing that page ensures that you have submitted your form correctly, otherwise, you won't be considered for the summer job opportunity.

## How do I know when my appointment is?

After application week has ended on Sunday, April 23<sup>rd</sup> at 11:59 pm, a random selection drawing will be applied to applications received and will occur on (or about) Monday, April 27<sup>th</sup>, 2017. All applicants will receive an email from [YOUsummer@kresa.org](mailto:YOUsummer@kresa.org) with directions regarding your next steps. If you are selected into the MyCITY program, you will receive an email from [YOUsummer@kresa.org](mailto:YOUsummer@kresa.org) containing appointment times to choose from. Appointment times will be available between the dates of May 5<sup>rd</sup> and May 18<sup>th</sup>, 2017. Once you receive the email from [YOUsummer@kresa.org](mailto:YOUsummer@kresa.org), please select your appointment time and then plan to attend your mandatory appointment to be held at Youth Opportunities Unlimited (Y.O.U.), 422 E. South Street, Kalamazoo, MI.

Be sure to regularly check your email. Attending your scheduled appointment is mandatory.

## How many jobs are there?

The number of jobs depends upon available funding. No matter the number of jobs, you still must register. However, registering does not guarantee you a job – there may be more applicants than jobs.

## What kind of jobs are there?

Examples include clerical, light cleaning, landscaping, gardening, child care, filing, and answering telephones.

## Do I get paid for Holiday?

No. Youth will only be paid for the hours actually worked.

## Am I guaranteed a job placement once I apply?

No, placement is not guaranteed. Placement will be determined by the number of applicants that submit documentation and a random selection process. Y.O.U. reserves the right to limit participation based on available employment opportunities.

## Is there a waiting list for Jobs?

There may be but it depends on the number of applicants applying and available positions.

## Why are there two applications?

There will be two separate applications based on age and work permit status. Applications and employment opportunities will be as follows:

Career 101 (ages 14-15) can earn wages for approximately 14 hours per week with a combination of employment and educational components. Please note: this group of applicants may be working outdoors. Medical documentation may be requested for those applicants that indicate concerns with outdoor employment.

Career 2.0 (ages 16-18) can earn wages for approximately 20-25 hours per week which will consist primarily of employment and a small amount of educational components.

## How can I get more information?

- Visit [www.kresa.org/MyCITY](http://www.kresa.org/MyCITY)
- Email [YOUsummer@kresa.org](mailto:YOUsummer@kresa.org) with questions
- Call Youth Opportunities Unlimited between 8am and 5pm, Monday-Friday at 269-349-9676