

Employee Connections, Inc., NFP™

A 501 (C) (3) Not-For-Profit Employment Education and Training Agency

Youth Job-Readiness Transition to Work – CYEP Program

November 1, 2017 – June 30, 2018

Starting November 28, 2017, Employee Connections will be accepting applications for a Community Youth Employment Program.



This program is funded through the Illinois Department of Human Services.

The Community Youth Employment Program (CYEP) is a year round grant opportunity that provides education and on-the-job training opportunities to transition youth ages 16-24 into unsubsidized employment. In an effort to foster healthy, safe, well-educated, and self-sufficient transition-age youth in Illinois, the Department of Human Services (DHS) is funding this year round program to provide eligible youth with educational enhancement opportunities, full and part-time job placements, and case management services to include life skills, counseling and work readiness for both in-school and out-of-school.

The following information is provided for youth and employers seeking to participate in this program.

For Youth:

Potential to Earn a \$235 Weekly Stipend and More:

- Eligible youth can gain a great on-the-job training experience and at the same time get paid an hourly wage stipend, starting at \$7.75 with fringe benefits.
- 30-hour work week
- Work a maximum of 13 weeks
- Get up to a \$40 work clothes voucher
- Up to a \$200 Childcare voucher available
- Opportunities to transition to a part-time or full-time unsubsidized job
- Transportation vouchers (where applicable)
- Have a chance to get a \$1,000 scholarship paid to an accredited post-secondary college or trade school of your choice.

Part-Time Employment for In-School Youth (ages 16-24)

For In-school youth part-time employment opportunities or full-time employment opportunities will be provided during times when the youth are out of school. Eligible youth will be placed in age-appropriate, ability-appropriate, and experience-appropriate employment linked to one of the sixteen career clusters identified below.

The youth's wage period cannot exceed 3 months (13 weeks). In-School youth are those youth actively pursuing their high school diploma or GED, or those enrolled in post-secondary education at least half-time.

Full-Time Employment for Out-of-School Youth (ages 16-24)

For Out-of-school youth full-time employment opportunities will be provided. Eligible youth will be placed in age-appropriate, ability-appropriate, and experience-appropriate employment linked to one of the sixteen career clusters identified below.

The youth's wage period cannot exceed 3 months (13 weeks). In-School youth are those youth actively pursuing their high school diploma or GED, or those enrolled in post-secondary education at least half-time.

Out-of-School Youth are those youth that have already acquired their high school diploma or GED.

NOTE: Out-of-school youth that are not actively engaged in pursuing their high school diploma or GED may still be eligible for the program. These youth must actively re-engage in the pursuit of their Diploma or GED.

Targeted Industries and Career Clusters:

All educational enrichment and work readiness projects must be aligned with the career clusters or groups of occupations and industries that have in common a set of foundational knowledge and skills. There are 16 nationally recognized clusters including:

- Agricultural, Food & Natural Resources
- Architecture & Construction
- Arts
- Audio/Video Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, & Mathematics
- Transportation, Distribution, & Logistics

Eligible Youth Participants:

In-school youth ages 16-24, or out of school youth ages 16-24 who are served in or meet one or more of the following:

- National School Lunch Program / Free & Reduced Lunch Program
- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- **Other risk factors:**
 - At risk of involvement or further involvement in the criminal or juvenile justice system, including ex-offenders

- At risk of involvement in the child welfare system
- At risk of education failure (includes risk due to social conditions)
- Education failure (Dropped Out, Expelled, etc., no GED)
- Youth with no work experience
- Youth with a history of employment failure
- Homeless youth
- Youth with a disability
- Family income does not exceed 185% of the Federal Poverty Level (FPL)

Participants must include documentation to support the above eligibility requirements as well as the following:

Lake County, Illinois Residency:

Completion of an I9 Form: <http://www.uscis.gov/files/form/i-9.pdf>

For Youth That Are Selected:

Youth that have successfully completed their online application will be contacted by one of our staff to schedule a time for you to come in to our office with your proof of eligibility documentation. Youth who are selected to participate in the program will be assigned a program orientation date and time.

Prior to Actual Employment:

- In order for a youth be assigned to a worksite and begin their on-the-job training with stipend pay, it is mandatory that all program youth complete the following:
 - **Work Readiness Training:** These are short projects that provide training on the work readiness skills needed for employment using the Illinois workNet portal www.illinoisworknet.com In addition; work readiness activities may also include hands-on experience aligned with the identified Career Clusters.
 - **Illinois workNet:** All youth applications must be entered in Illinois workNet. Once the youth has completed an application in Illinois workNet, our case manager will verify eligibility. If eligibility is determined, the application will be printed out and the youth participant and case manager will sign it and maintain it along with the eligibility documentation in the youth's file.

The following tools available through the Illinois workNet will be required for all participants:

For Youth - How to Apply:

To apply for the CYEP, you must first have an Illinois workNet account. To register for an Illinois workNet account go to <https://www.illinoisworknet.com/Pages/Register.aspx?ReturnUrl=/>. For assistance, contact us our office at (847) 360-7177.

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When to Apply:

Program Enrollment Dates:

- Winter Session - November 28 - December 31, 2017
- Spring/Summer Session - January 1 – February 28, 2018

Where to Apply:

- Come in and apply online at Employee Connections. A Case Manager will assist you in the process.

Address: Employee Connections
2504 Washington Street
Suite 602
Waukegan, IL 60085
(847) 360-7177

Days and Times: Onsite Online Applications - Monday through Thursday
10:00am – 2:00pm
November 28, 2017 – December 31, 2017
January 1 – February 28, 2018

You can also apply directly online at your designated location by going to:

www.illinoisworknet.com/cyepapply

For Employers - How to Register To Become An Employer Worksite:

If you are an employer in Lake County, IL, and would like to participate in our program as a worksite, you must first complete an online **Employer Worksite Agreement**. To access and complete an employer worksite agreement, go to myemployeeconnections.com/cyep/employers. Download and complete the agreement and email a signed PDF of the agreement to regina@myemployeeconnections.com. Eligible employers, those who meet the employer worksite qualifications for this program, will be notified of the approval status to participate in the program. Please note: All participating employers must agree to a site visit. Site visits and background checks of employer's staff working with youth are required prior to placing a youth at your facility.

Employer Agreements:

All youth employment opportunities must have signed Employer agreements.

Each agreement must contain, at a minimum, the following items for each worksite included in the agreement:

- Worksite contact and mailing information;
- Detailed information on the worksite such as location, working days and hours, activities, job titles, job descriptions, and number of positions under each;

The logo for Employee Connections, Inc., NFP is a blue horizontal bar with a white double-headed arrow in the center. The text "Employee Connections, Inc., NFP™" is written in white inside the bar. On either side of the bar are three vertical blue bars of varying heights.

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- Worksite supervisor information;
- Background check policies and assurances;
- A detailed set of mutual terms, conditions, promises, and payments that the grantee and contractor have agreed upon;
- When the employment is fully or partially subsidized, the written agreement must delineate the conditions and terms of successful probationary employment, thereby ensuring that when these terms & conditions are met, the youth's employment will continue under the employer unsubsidized;
- A listing of participants for each worksite along with their projected start.
- Commitment on the part of the employer to provide long term employment opportunities and not just subsidized employment;
- Commitment on the part of the employer to provide weekly documentation (including signed timesheets) to the provider to verify hours worked etc. for each youth employed along with other attendance information and concerns;
- Commitment on the part of the employer to complete the Illinois workNet Worksite Evaluation for each participant after either two months of employment or termination of employment
- Commitment on the part of the employer to provide employment verification and status information for program youth to the provider at 3 months, 6 months and 9 months following the youth's completion of the program.
- Commitment on the part of the employer to complete employment termination report if participant employment ends within 9 months of hire date.
- Must ensure that worksites for youth adhere to current workplace safety guidelines.
- Must ensure that worksites for youth adhere to applicable federal/state wage, labor, and workers compensation laws.

**For more information about the Youth Job-Readiness Transition to Work CYEP Program
Contact us at (847-360-7177)**
