

YOUTH ENROLLMENT FREQUENTLY ASKED QUESTIONS (FAQ's)

*****Slots are limited*****

CareerSource Broward (CSBD), the Children's Services Council (CSC), and the City of Fort Lauderdale (COF) are collaborating to provide youth with employment opportunities during the summer of 2025. **The Summer Youth Employment Program (SYEP)** is an 8-week program that includes a 3-day training and runs from mid-June to mid-August 2025.

Youth will work approximately 30 hours per week and earn **\$14 per hour**. Employment opportunities are available at local governmental organizations such as schools, libraries, municipalities, not-for-profit companies, and select for-profit businesses.

If you are between the ages of 16 and 18 and are interested in working next summer, please review the FAQs below for more information.

1. How do I qualify for a summer job?

To qualify for a summer job, you must be a Broward County resident between the ages of 16-18 and meet specific eligibility requirements, including a review of your family income and size. Other eligibility criteria may apply. You can apply if you are currently 15 but will turn 16, by June 9, 2025. However, you cannot apply if you will be 19 years old by June 9, 2025.

2. How and when can I apply?

Applications open on December 2, 2024, at 9:00 a.m. Please visit our website at www.careersourcebroward.com to submit an online "Summer Youth Employment Application." The application deadline is March 7, 2025, at 5:00 p.m. Note that demand for jobs in this program is always greater than the number of available positions. Last year, there were over 2,900 applicants for only 1,400 job positions.

3. Can I apply if I have a conviction on my background? A conviction does not automatically disqualify you from participating in the SYEP. While some worksites may have restrictions on employing individuals with certain offenses, others may not. Job placement might be limited as many positions require a clear background check. It is important to be honest about any convictions on your application and during your interview to ensure we can place you appropriately and avoid any delays in matching you with the right employer.

4. What happens after I apply online?

Once the selection process is complete, all selected youth will be notified by mail. The selection process will be completed by March 2025. **Please do not call CSBD to inquire about your application status. Your patience is appreciated.**

In the meantime, gather the required documents needed if selected to participate in SYEP:

- **Social Security card:** Must be signed correctly in pen by the youth. Copies, laminated cards, or digital images, cannot be accepted.
- **Current non-expired government-issued photo ID:** Acceptable forms include a Florida driver's license, Florida ID, or school ID (Broward County School District only if under 18 and in school). Non-expired US Passport, Alien Registration Card, and Employment Authorization cards are also accepted. Expired, Copies or digital images, cannot be accepted.
- **Birth Certificate:** Please bring your original birth certificate or a certified copy.
- **Proof of address:** Acceptable documents includes Parent's or legal Guardian's utility bills, lease agreements, or bank statements that show your current address.
- **Proof of Income:** Please provide Parent's or Legal Guardian's tax returns for 2024, recent pay stubs.

Please make arrangements to attend your scheduled appointment. The Eligibility Interview will be in-person, and CSBD will notify you of the date by mail or email and follow up via text and email. You must appear in person with all required documents, and **your parent or legal guardian must be present during the entire appointment. Be prepared to wait up to two hours.**

Note: Incomplete documents for your Eligibility Interview Appointment will delay your enrollment, and you may lose your slot. We are not responsible for notices lost or not received by mail or email.

5. **What is the definition of a parent or legal guardian?**

A parent is either the mother or father.

A legal guardian is a person or relative appointed by the courts to have legal custody of the youth. The legal guardian must present legal documentation at the Eligibility Interview Appointment.

Parenthood or legal guardianship will be verified during the eligibility interview. Youth who are not accompanied by a parent or legal guardian will not be interviewed. If accompanied by a legal guardian, you must provide court-ordered guardianship documents confirming their legal status.

6. **What are the dates of the summer program?** The Summer Youth Employment Program begins mid-June 2025, with a **3-day orientation from June 9 - 11, 2025**. The program continues for seven weeks and two days, **starting June 16, 2025, and ending August 5, 2025**. You will have June 19 and July 4 off unpaid. Jobs are limited to 6 hours per day and 30 hours per week for a 5-day work week or 7.5 hours per day for a 4-day work week. Specific work hours depend on your worksite assignment. Schedules are typically in the morning or daytime to early evening hours. You are not allowed to make up any missed hours or days.

7. **How much will I earn, and how will I be paid?** Youth will be paid \$14 an hour. Your pay will be deposited onto a payroll card issued by Rapid Pay every two weeks. If the payroll card is lost, stolen, or misplaced, inform your SYEP Worksite Monitor immediately. (There may be fees associated with replacing the payroll card). **During training, you will receive a schedule of deposit dates.** Wages will not be deposited into personal bank accounts; everyone will receive a payroll card.

8. **How does SYEP select youth for the program?**

Selection is based on the following criteria:

- Economic disadvantage (based on household income and size)
- Date of application submission
- Random selection (lottery)

9. **Are there other requirements?**

Yes. All youth invited to participate in the program must attend the SYEP 3-day Employability Skills Orientation from June 9-11, 2025. Attendance is **MANDATORY for all three days**, and you will be paid for your participation. The workshops will cover topics to help you have a successful summer work experience. This training will be held in-person at select local Broward County high schools.

10. **Is there a dress code?**

Yes. Youth must dress in business casual attire for the eligibility interview and all three days of orientation. Upon receiving your job assignment, you will be informed of the dress code for your specific worksite.

Business Casual for Young Men:

- Slacks
- Button-down collared shirt (tucked in) or polo shirts
- No sneakers

Business Casual for Young Women:

- Dresses and skirts to the knees
- Pants and blouses
- No low-cut blouses, tight-fitting clothing, crop tops, or midriffs
- No sandals or sneakers
- No shorts

11. **What job choices are available?** Our job options include clerical, child care assistant, camp counselor aide, park aide, custodial, library assistant, landscaping, and data entry, among others. CareerSource Broward attempts to match youth with job preferences and considers where you live. However, there is no guarantee of your job choice.

12. **Where can I get updated information about the SYEP?** Visit our website at www.careersourcebroward.com/Youth-Services/SYEP.

There may be additional opportunities to employ more youth if funding becomes available. If this happens, another applicant selection will be conducted. Please keep your email address and phone numbers up to date with SYEP. If there are any changes to your mailing address, email address, or phone number, please send an email to syep@careersourcebroward.com.