



OHIO YOUTH WORKS PROGRAM

Employer Frequently Asked Questions

The Ohio Youth Works Program (OYWP) provides pre-screened candidates and ongoing monitoring support to employers that participate in the program. All worksites **MUST** register by May 31, 2017 to be eligible for the program. You may be contacted after registration to verify your registration information. If selected, additional information about the 2017 program will be provided and an orientation will be held for the direct supervisors.

I registered last year. Do I need to register again? Yes

What kind of jobs can youth do? Participants can perform basic office duties, tutor younger children, answer phones, assist with landscaping (any power tool use must be specifically approved by OYWP), perform light maintenance and service projects, or perform many other services that are deemed appropriate by OYWP policy and Ohio's Minor Labor Laws.

What is the schedule for the program? The Ohio Youth Works Program will be utilizing a rolling work experience process this year to provide additional training and individual attention to all program participants. This means that, based on the participant's availability, they may start the program in different weeks. For example, Cohort #1 would start training June 12th, begin work experience on June 19th, and complete the program August 4, 2017. Cohort #3 would start the training program June 26th and end work experience August 18, 2017.

By creating the rolling schedule some worksites may have the opportunity to have separate consecutive cohorts of participants. One cohort might begin in spring and the next group in the early summer.

The training and work schedule is listed below.

Cohort	Training Class Starts	Work Starts	Work Ends
1	June 12	June 19	August 4
2	June 19	June 26	August 11
3	June 26	July 3	August 18

What information do we need to complete the registration?

- Basic organization information (for main location)
 - Company name
 - Address
 - Tax exempt IRS number
 - Telephone and fax number
 - Email address
 - Any other primary contact information
- Profile for each Worksite (if different than primary location)
 - Address
 - Telephone and fax number
- Name and Contact Information for each Worksite Primary Supervisor
 - OYWP will need the name and contact information for the person that will be responsible for the day-to-day supervision of the youth. There should be one supervisor for every five participants in the Program.
 - The participant will be provided the worksite supervisors name and contact information if they have questions, need to call in sick, or have an emergency.
- Name and contact information for each alternate supervisor
 - An alternate supervisor's name and contact information should be provided in the absence of the primary supervisor.
- Participant Title and Duties
 - Specify what duties the participant will be required to perform. Please state if there are any special skills, equipment, or additional requirements needed for the position.
- Number of young people requested
 - State the number of young people being requested for the worksite.

- NCCI Manual description for Worker's Compensation (**required**)
 - This is required to accurately categorize an OYWP Worker's Compensation.

What will happen after we submit the registration? A registration confirmation email will be sent to the email address provided for the primary contact by the OYWP site coordinator. The OYWP site coordinator will then call the Primary contact listed on the registration form to review the submitted information, set up a time to visit the worksite, and answer any additional questions.

Are we guaranteed to receive a worker once we register? No. OYWP will try to meet your employment needs, but OYWP cannot guarantee that participants will be placed at your company/organization.

How do we know if we have been selected to be a worksite for the 2017 program? The OYWP Program Clerk or OYWP Operations Coordinator will call the primary contact to set up an orientation date for the worksite's primary and alternate supervisors. The orientation schedule will be announced at a later date.

How will the participants be monitored? Each worksite will have a job coach assigned to it. The job coach will come to the site weekly to meet with the supervisor, to evaluate the participant's progress, and to resolve any concerns.

If you have any questions or have trouble registering online please call Tomeka Rushing, Workforce Development Director, at 419-242-7304, extension 1254; email TRushing@pathwaytoledo.org; or fax to 419-243-1938.

Please be as flexible as possible in selecting potential work experience periods. OYWP plans to employ 85 young adults during this season.

Please complete both pages of the application.

Please return the application via email to TRushing@pathwaytoledo.org or fax to 419-243-1938. You may also come to the Pathway/OYWP offices at 505 Hamilton Street, Toledo, 43604, between the hours of 10:00 AM and 4:00 PM.