



OHIO YOUTH WORKS PROGRAM

About the Ohio Youth Works Program

The Ohio Youth Works Program (OYWP), a subsidiary of Pathway, on behalf of Lucas County Job and Family Services (LCJFS), will be conducting the 2017 young adult employment program. The worksite period for the OYWP is scheduled to begin June 12, 2017. OYWP is soliciting worksites within Lucas County to provide a meaningful work experience for 14 and 15 year olds. A one-week training period for 14 to 15 year-olds that encompasses basic computer knowledge and professional skills will precede a seven-week work assignment with participants working 25 to 40 hours per week. OYWP plans to serve approximately 85 young people through the duration of the program. OYWP will be responsible for the recruitment, eligibility, and assignment of young people to potential worksites. OYWP will be the employer of record and will assume all risks related to employment. Participants will be paid hourly at the rate of \$10.00 per hour. Worksites are responsible for providing on-site orientation, work experience, and on-site supervision.

Background and General Information

Temporary Assistance for Needy Families (TANF) funds were provided to states to assist with subsidized employment. The purpose of TANF subsidized employment funds is to:

1. Provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.
2. End dependence of needy parents on governmental benefits by promoting job preparation, work, and marriage.

The goal of this program is to enable low income or TANF-eligible Lucas County youth an opportunity to gain valuable skills and work experience that will serve as a stepping-stone on the path to unsubsidized employment. Participants must be between the ages of 14 and 15 years of age and meet TANF eligibility/200% Federal Poverty guideline income level requirements.

Worksite Selection

Worksites will be selected based on their ability to provide a meaningful worksite experience for young adults. Preference will be given to worksites in high demand industries (e.g., green, transportation, and healthcare). OYWP reserves the right to accept or deny any worksite application for any reason. Please note the following:

- OYWP will not place youth in any position that was previously vacated due to lay-off or any organization in labor disputes.

- OYWP will not place youth in any position which normally pays more than \$10 per hour.

Questions

How many jobs are there? There will approximately 85 jobs. However, registering does not guarantee you a job—there will be many more registrants than jobs. OYWP is constantly working to add as many jobs as possible, so check the website as we update the numbers.

What kinds of jobs are there? Most jobs are entry-level positions working for non-profit organizations, government entities, cities, schools, and retail businesses in Lucas County with entry-level duties. Examples of the types of jobs are clerical, light cleaning, painting, working in gardens, data entry, filing, and answering telephones.

How will I know whether or not I have a job? You will be notified by mail, email, text message, or phone if you have been selected to move to the second step of the process. Once you are selected, you will need to do a few additional things before OYWP can match you with a specific job. If any of these steps are not completed, OYWP will be unable to match you with a job.

- Your registration and eligibility must be verified.
- Your documentation must be approved by OYWP at a validation session.
- Your family income must meet the required Federal Income guidelines.
- You must attend and successfully complete the Orientation session.

Am I guaranteed a job placement once I register? No, unfortunately, *placement is not guaranteed*. It will depend upon the number of people who register, the number of available jobs at the time you apply, and the amount of program funding available.

Can I remain for more than 8 weeks since the program is over a longer period of time? No, you are only eligible for one 8-week session in 2017.

How can I get more information?

- Visit the ohioyouthworks.org website for updates.
- Email ohioyouthworks.org with questions.
- During registration, call an OYWP Representative at 419-242-7304. Extension 7018 for help with any registration questions or problems. You can leave a message and someone will call you back.

If I register and am selected, what other documents will I need in order to participate in the program?

- Original or Certified copy of your Birth Certificate
- Photo ID:
 - Current school ID/or school transcript

- Social Security Card
- Proof of family income information (i.e. paystubs for the last 30 days, benefit award letters for SSI, Social Security, etc. Tax returns if self-employed)

Why do you need my family income? The program eligibility in order to participate is based on federal income requirements. You must provide proof that you are income eligible. Please refer to the Maximum Income Chart.

I don't have a certified copy of my-Birth Certificate. How can I get one? If you were born in Ohio, contact the Lucas County Bureau of Vital Statistics to get a certified copy of your birth certificate. The cost of a certified copy is \$25.00.

Vital Records

Toledo-Lucas County Health Department
635 N. Erie St. Toledo, Ohio 43604
419-213-4100 ext. 6

Hours of Operation: Monday–Friday, 8:00AM–4:30PM

Website: <http://www.lucascountyhealth.com/#/birth-death/how-to-order>

Contact the state in which you were born if you were not born in Ohio to obtain a copy of your birth certificate. Contact the country and city of your birth if you were born outside of the United States to find out how to obtain a copy of your birth certificate.

Will there be a background check? Some work assignments may require a background check. Participants will learn whether they need a background check prior to being assigned to a worksite. The employer pays for background checks.

Will drug and alcohol screening be done? Worksite employers may require a drug and/or alcohol screening at the beginning of employment and/or during the work assignment. Drug or alcohol use is not permitted on the work site. Random testing may be done during the program.

What happens once I complete the registration process? After you complete the registration process, OYWP will send you an email or letter, text message, or contact you by phone, confirming that you have successfully registered for the 2017 program. The email or letter will be sent to the participant address provided during registration.

What should I do if I don't receive confirmation? First check your spam filter to see if an email from OYWP is there. If you still don't find the confirmation email, or have not received a confirmation letter, please send an email to ohioyouthworks.org, or call an Ohio Youth Works Program representative at 419-242-7304 ext.7018.

What will be expected of me in the program? Participants will be expected to:

- **Be appropriately dressed.**
 - No shorts, leggings, clothing exposing body parts or bearing profanity.

- Attend 5 days of training and 7 weeks of work experience (all 8 weeks are paid).
- Be on time.
- Work the full amount of time scheduled (up to 8 hours per day).
- Be a good team member.
- Be respectful of the worksite employer.***
- Obey the safety rules.
- Listen to the supervisor.
- Work to the best of your abilities.

I don't have a car; how will I get to the worksite? Bus passes will be available to participants that need them to get to and from the worksite during the first week of employment. The participant will be responsible for travel to and from training, and for travel after the first week of work.

The worksite requires special safety uniforms or equipment; how will I get them? Under special circumstances, OYWP will acquire the uniform or tools needed by the participant.

When is the 2017 program and how long will it last? Intake will open May 2017. Training will be five full days beginning June 12, 2017. The training will be held at Pathway, located at 505 Hamilton Street in Toledo, Ohio or a designated secondary location. Each group session will last 8 weeks in total.

The Ohio Youth Works Program is using a rolling schedule for the program. This means that participants may start the program in different weeks based on their availability. For example, Cohort #1 may start June 12th and complete the program August 4, 2017. Cohort #3 may start the program June 26th and end August 18th, 2017. This enables OYWP to give more individual attention to the participants during the program.

If I registered last year, do I need to register again? Yes.

I don't have a computer at home. How will I register online? The Lucas County Library has computers available for public use. If you cannot obtain access to a computer, please visit Pathway at 505 Hamilton Street, Toledo, Ohio, 43604.

What if I don't know my Social Security number and don't have a Social Security card? You MUST have your Social Security number to register. If you are selected to participate in the 2017 program, you MUST have a Social Security card. It takes at least two weeks to receive a new card once you submit the application. Request a new card today if you need one.

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, AOL, or Hotmail. The email address is how OYWP will communicate with you after registration. It is important to check your email daily.

My parent/guardian doesn't want me to have an email account. The email address will **ONLY** be used to communicate concerning the Ohio Youth Works Program. Email is the fastest and easiest way for you to register and stay in communication with us.