

State Government Agency Worksite FAQ

1) WHAT IS THE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)?

The Summer Youth Employment Program also known as SYEP:

- Is a six (6) to eight (8) week program during the months of June through August, where eligible youth participants will gain work experience to build good work habits and skills.
- Services youth referrals, ages 16-24 years of age, from Vocational Rehabilitation.
- Provides work experience for youth and provides help for government offices.

2) WHO IS DVR?

The Department of Human Services, Division of Vocational Rehabilitation (DVR) is a state-federal program for individuals with disabilities who require assistance to prepare for, secure, retain or regain employment.

3) WHO IS RESPONSIBLE FOR PAYING THE YOUTH?

The Department of Labor and Industrial Relations, Workforce Development Division (WDD) is responsible for paying the youth who are employed through SYEP.

4) HOW MANY HOURS CAN THE YOUTH WORK, AND HOW MUCH ARE THEY PAID?

The youth are allowed to work up to 30 hours a week, and are paid \$10.00 an hour.

5) HOW LONG IS THE SUMMER YOUTH EMPLOYMENT PROGRAM?

SYEP will operate during the summer months of June through August. Participants in high school will be able to work up to six (6) weeks. SYEP participants in college may work up to eight (8) weeks.

6) HOW ARE THE YOUTH SELECTED TO WORK IN THE PROGRAM?

Youth participants are referred from DVR.

7) WHO IS RESPONSIBLE FOR PLACING THE YOUTH AT THE WORKSITES?

The SYEP-WDD specialist works with the youth participant and their Vocational Rehabilitation Counselor to find the most suitable and mutually beneficial worksite match. Every attempt will be made to place a student at a worksite, however due to the limited funds not all work sites may get a participant.

8) IS THERE A SCREENING PROCESS TO ENSURE THE YOUTH ARE READY TO WORK?

SYEP provides all of its participants with a 1 week workshop prior to placement with a worksite to provide youth with key information to be utilized while working for the program and in real life employment opportunities they can take with them as well as what is expected of them in the day to day world of work. Youth participants also attend a half day orientation, where they learn the rules and regulations of the program.

9) IS THERE ANY ADDITIONAL SUPPORT PROVIDED TO THE WORKSITE STAFF THROUGHOUT THE PROGRAM?

Once the Worksite contact form and job request form has been completed and approved; the SYEP- WDD Specialist will contact the worksite representative to review the job request and discuss any special requests the worksite might have. The worksite will be scheduled for an orientation (which is mandatory to participate in the program) before the participants are placed to work. During the orientation; the worksite representative receives the contact information for the SYEP-WDD specialist, a worksite packet, among other important programmatic forms, to assist in administering the program.

SYEP-WDD Specialist will strive to ensure the lines of communication are open to assist the worksite representative. SYEP-WDD Specialist will make regular visits to the worksite and through their partnership with Vocational Rehabilitation; resources are available in the event accommodations are requested. Every effort will be made to ensure your experience as a SYEP Worksite is a pleasurable one.

10) SHOULD THERE BE AN INJURY ON THE JOB, WHO COVERS THE PARTICIPANTS?

SYEP participants are covered under the Department of Labor's Workers' Compensation Insurance.

11) HOW CAN I APPLY TO PARTICIPATE AS A WORKSITE?

Please contact one of the participating WDD offices listed below.

Oahu	Hawaii	Maui
<u>Honolulu</u> 830 Punchbowl St., Rm. 112 Honolulu, HI 96813 586-8700 norma.v.mcdonald@hawaii.gov	<u>Hilo</u> 1990 Kinoole St., Suite 102 Hilo, HI 96720 981-2860 javelin.t.carvalho@hawaii.gov	<u>Wailuku/Lanai</u> 2064 Well Street Wailuku, HI 96793 984-2091 dlir.wdd.maui@hawaii.gov
<u>Waipahu</u> 94-275 Mokuola St., Rm. 300 Waipahu, HI 96797 675-0010 norma.v.mcdonald@hawaii.gov	<u>Kona</u> 74-5565 Luhia Street Rm. C-4 Kailua-Kona, HI 96740 327-4770 dlir.wdd.kona@hawaii.gov	<u>Molokai</u> 55 Makaena Place, Rm. 4 Kaunakakai, HI 96748 553-1755 dlir.wdd.maui@hawaii.gov



STATE GOVERNMENT AGENCIES:

Employ a Youth Through the Summer Youth Employment Program (SYEP)

AT NO COST TO YOU

Who?

- Open to State Government Agencies
- Targets Youth with Disabilities, 16 to 24 years old referred by Division of Vocational Rehabilitation

Why?

- Provides youth paid experience to build good work habits & skills.
- Provides help & relief for your agency's workload.

How?

- ✓ Fax or e-mail your work site requests to your nearest State Department of Labor and Industrial Relations, Workforce Development Office (see chart below).
- ✓ Attend a SYEP Informational Session to learn more.

When?

➤ Deadline to submit your Job Order is April 15, 2016.

Funding is limited!

Oahu	Hawaii	Maui
Honolulu 830 Punchbowl St., Rm. 112 Honolulu, HI 96813 586-8700 / 586-8724 (fax) norma.v.mcdonald@hawaii.gov	Hilo 1990 Kinoole St., Suite 102 Hilo, HI 96720 981-2860 / 981-2880 (fax) javelin.t.carvalho@hawaii.gov	Wailuku/Lanai 2064 Well Street Wailuku, HI 96793 984-2091 / 984-2090 (fax) ddir.wdd.maui@hawaii.gov
Waipahu 94-275 Mokuola St., Rm. 300 Waipahu, HI 96797 675-0010 / 586-8724 (fax) norma.v.mcdonald@hawaii.gov	Kona 74-5565 Luhia Street Rm. C-4 Kailua-Kona, HI 96740 327-4770 / 327-4774 (fax) ddir.wdd.kona@hawaii.gov	Molokai 55 Makaena Place, Rm. 4 Kaunakakai, HI 96748 553-1755 / 984-2090 (fax) ddir.wdd.maui@hawaii.gov

The Summer Youth Employment Program (SYEP) is a joint effort between the Department of Human Services and the Department of Labor and Industrial Relations

Equal Opportunity Employer/Program
 Auxiliary aids and services are available upon request to individuals with disabilities
 TTY/TTD (808) 586-6844

