



**YouthWorks**

# FAQ GUIDE

## SUMMER 2023

**Question: What are the dates for the 2023 YouthWorks Youth application process?**

Answer: The youth application is open from January 3 through April 7, 2023.

**Question: Who can apply for a YouthWorks summer job?**

Answer: All YouthWorks applicants must be 14-21 by July 7, 2023 and a Baltimore City resident.

**Question: How long does the summer program run?**

Answer: If you are assigned to a worksite this year, the program will operate for 5 weeks, from July 10 through August 11, 2023.

**Question: How many hours can I work?**

Answer: If you are assigned to a worksite this year, you can work up to 25 hours per week for 5 weeks.

**Question: How do I create a YouthWorks Account?**

Answer: Go to the YouthWorks Youth Page by using this link <https://bit.ly/ywyouth> scroll down below the video and click "New Youth Click Here to Apply". Read through the notice, check the box "I Agree" and click continue and do the same for the Privacy Agreement. Watch the video and read the instructions. Then fill out the Youth Signup Form and click submit.

**Question: I need to change my personal information I put in my account or application. What do I do?**

Answer: Email your request to [ywhelpdesk@baltimorecity.gov](mailto:ywhelpdesk@baltimorecity.gov) with your full name, birth date, and the email address used to create your account. If you need to change your email, please provide the new email and the helpdesk will update you when it is ready. Or if you need to update other information that was put into your application please provide the details you would like changed.

**Question: I forgot my password. What do I do?**

Answer: On the homepage [youthworks.oedworks.com](https://youthworks.oedworks.com) click Log In, then click "I Forgot My Password". You should then receive your current password to your email account.

**Question: I did not receive my account confirmation email.**

Answer: It may be in your junk or spam mail. Yahoo accounts sometimes don't receive them. Send an email to [ywhelpdesk@baltimorecity.gov](mailto:ywhelpdesk@baltimorecity.gov) with your full name and birth date to let us know you did not receive your confirmation. The helpdesk will send you an email if your account was created. Then, please start and complete the online application process.

**Question: I emailed the helpdesk yesterday, but I still haven't received a reply.**

Answer: It usually takes about 48 hours to receive a response. If it has been more than 48 hours, please send a follow-up email to [ywhelpdesk@baltimorecity.gov](mailto:ywhelpdesk@baltimorecity.gov)

**Question: What required documents do I need to attach to my application?**

1. I-9 Employment Eligibility Verification
2. MW507
3. W-4 Employee's Withholding Certificate
4. Payroll Form
5. Work Permit (under the age of 18), unless submitted within the last 3 years
6. Work Authorization: (Birth Certificate, Social Security card, or U.S. Citizen Card (only if it has not been attached in previous years)
7. Proof of Identity: (driver's license or other Maryland state-issued ID, school ID, recent report card, or voter registration card)
8. OR for both Proof of Identity and Work Authorization: (Passport, Permanent Resident Card, Alien Registration Receipt Card, Employment Authorization Document Card)

**Question: How do I complete and attach documents to my application?**

Answer: Go to the YouthWorks Youth Page by using this link <https://bit.ly/ywyouth> for more details. This page will show you what documents are needed, how to fill them out, and how to save and attach them to your application. There is a video on the document process, here is the link <https://bit.ly/YW-Doc-Video>

**Question: Where can I find a work permit for 13 year olds?**

Answer: **(Must turn 14 by July 7, 2023)** The work permit for 13 year olds can be found on the YouthWorks Home Page under Documents. Here is the direct link: <https://bit.ly/YW-13workpermit>

**Question: How do I get the documents to you if I can not attach them?**

Answer: There will be appointment dates available to drop-off your documents. A sign-up link will be sent out a week before the days listed below. You may also call our office leading up to drop-off days at 410-545-1820, 1821 1822, 1823, or 1824 to sign up for a document drop-off appointment. Appointments will be held each Saturday in March (4, 11, 18, 25), on Friday March 17, and during Spring Break (April 3-7).

**Question: How do I receive my verification receipt?**

Answer: Our quality review team will look at your submitted application and attached documents to make sure that everything has met our requirements and at that time you will be sent the verification receipt to your email address.

**Question: I know where I want to work for the summer, what do I do?**

Answer: Once you complete the application process and all your documents have been approved, our quality review team will email you the verification receipt. You would then turn that receipt into the worksite. (It is not guaranteed that you will be placed at that worksite). **They must then submit your verification receipt to us to officially request you.** They need to also be approved as a YouthWorks worksite. This all must happen by April 14, 2023.

**Question: Can I be assigned to the same worksite I have worked before?**

Answer: **There is no guarantee of assignment to the same worksite.** You will need to contact that worksite and present them with your verification receipt and ask them to request you.

**Question: What if I move after I register for Youthworks?**

Answer: Please email [ywhelpdesk@baltimorecity.gov](mailto:ywhelpdesk@baltimorecity.gov) with your full name, birth date, and your updated home address. The helpdesk will let you know when it has been changed. This must be provided as soon as possible to receive a US Bank card in the mail in a timely manner.

**Question: How can I receive pay?**

Answer: That depends on how you chose to get paid; US Bank debit PayCard, Security Plus bank account, or your own personal bank account. Review the bottom of the Youth Page on the YouthWorks website for more guidance. Youth Page Link: <https://bit.ly/ywyouth>

**Question: When are the pay dates and pay periods for YouthWorks 2023?**

The first pay date is **August 4** for the pay-period from July 8 through July 21, 2023 which covers 10 eligible work days. The second pay date is **August 18** for the pay period July 22 through August 4, 2023 which covers 10 eligible work days. The third pay date is **September 1** for the pay period of August 5 through August 18, 2023 which covers 4 eligible work days.