



YouthWorks Pre-Summer Worksite Information Session 2023

December 19th, 2022 @ 10am

December 20th, 2022 @ 10am

December 21st, 2022 @ 1pm



AGENDA

- Information about YouthWorks
- Important Dates
- Youth Application Process
- How Are Youth Paid
- Youth Information Sessions
- Worksite Application Process
- Requirements and Information for Worksites
- Credit Recovery
- Private Sector
- Frequently Asked Questions
- Contact Information
- Q & A

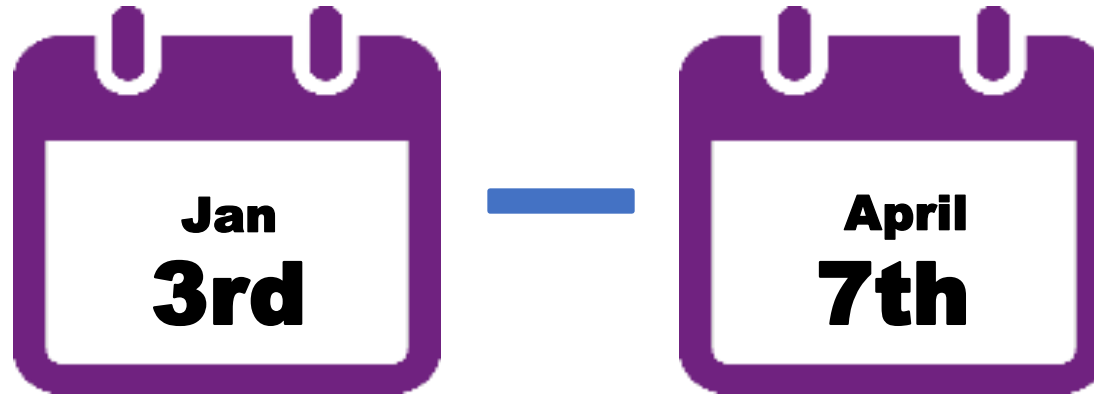
INFORMATION ABOUT YOUTHWORKS

- YouthWorks is a 5 - week summer job experience
- Youth will be paid \$13.25/hour
- Youth can work 5 hours per day, up 25 hours per week
- Worksites can be either virtual or in-person
 - Hybrid is not an option
- YouthWorks participants are eligible to receive a FREE charm pass via the MTA CharmPass app
 - Youth without access to a smart phone can be issued a physical charm card to card to use during the summer
- Youth will only be paid for time worked at their assigned YW worksite
 - If youth are not on your roster and you do not have a timesheet for them they will not be paid for their time at your site
 - Please send these youth home and contact your Unit Supervisor

IMPORTANT DATES



Youth Online Application



*Youth must submit their application AND all required documents by April 7th

Youth In-person Document Drop-off Appointments

(Youth can attach documents online Jan 3rd - April 7th)



Worksite Online Application



*Worksites must complete and submit their application AND request youth by April 14th

We will not accept any request after this date

Mandatory Worksite Supervisor Meeting

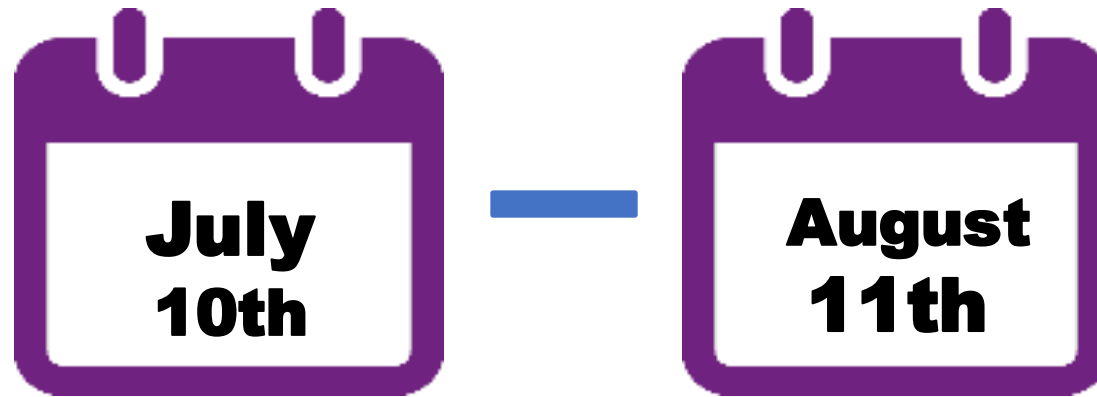
Wednesday, July 5th @ 10:00 am

Thursday, July 6th @ 10:00 am

Friday , July 7th @ 1:00 pm

- ❖ All worksites are required to have a representative present for the Worksite Supervisor training
- ❖ You will receive an invitation once your application is complete AND your worksite has been approved.

YOUTHWORKS 2023 OPERATING DATES



YOUTH APPLICATION PROCESS



WHO IS ELIGIBLE TO PARTICIPATE IN YOUTHWORKS?

- ✓ All Baltimore City residents between the ages of 14-21
- ✓ Youth who are 13 but will turn 14 by July 7, 2023

YOUTH APPLICATION PROCESS

- ✓ New youth can use their existing email address or create a new email address to complete a YouthWorks application
 - The email address youth use to complete their application is where they will receive all of their communications from YouthWorks
 - Gmail or MSN emails are recommended (Yahoo not recommended)
- ✓ Returning youth **MUST** use the same email address and password they have applied with previously
 - If they can't access it, contact ywhelpdesk@baltimorecity.gov

Please note: You cannot use the same email address for more than one person

**All youth must complete the online application
and submit all required documents**

NEW YOUTH COMPLETING APPLICATION

- New youth should register and create an account using an email address they have access to
 - All communications from YouthWorks will be sent to this email
- Click the link sent to their email to access application
- Complete application and upload all completed and signed documents
- Receive automatic email confirmation that application was submitted
- Receive email that application is
 - approved and they are eligible for a summer job opportunity
- OR
- incomplete with a list of missing documents

RETURNING YOUTH COMPLETING APPLICATION

- Log into your existing Youth Works account
 - Complete application & upload all completed and signed documents
 - Receive automatic email confirmation that application was submitted
 - Receive email that application is
 - approved and they are eligible for a summer job opportunity
- OR
- incomplete with a list of missing documents

HOW TO VIDEO GUIDES

If youth need assistance completing the required documents they can visit the "youth" page of the YouthWorks website to view the "How to Video"

[Youthworks.oedworks.com](https://youthworks.oedworks.com)

The video goes over how to complete the following required documents:

- YW Payroll Form
- Employment Eligibility Verification (I-9 Form)
- Maryland Withholding Exemption Certificate (MW 507)
- Federal Withholding Exemption Certificate (W4)

If youth still need assistance with completing their documents they can schedule an appointment to come to in-person document drop off

IDENTITY/WORK AUTHORIZATION

Proof of Identity (one of the following):

- State ID, Permit, License
- School ID
- School report card/record
- (under 18) Parent signature on I-9

Work Authorization (one of the following):

- Social Security card
- Original or certified copy of birth certificate
- U.S. Citizen ID Card

OR The following documents can serve as Identity and Work Authorization:

- Passport
- Permanent Resident Card
- Alien Registration Receipt Card
- Employment Authorization Document Card



HOW ARE YOUTH PAID



HOW ARE YOUTH PAID

Us Bank Debit Card

Youth who choose to receive their pay via US Bank Debit cards will receive their card in the mail directly from US Bank

- The card will come in a discreet envelope, please be sure to check all mail with the YouthWorks participant's name
- The first replacement card is free
 - Each additional card is \$5 and must be requested from US Bank
- The card can be used at any ATM, there are over 2,200 ATMs youth can use with no fee
- There is an inactivity fee charged after 90 days of no use or balance inquiry
- Money can be transferred from this card to a personal bank account
- No money can be added to card outside of direct deposits

HOW ARE YOUTH PAID

EXISTING PERSONAL BANK ACCOUNT

Youth who have a bank account in their name can be paid via direct deposit directly into their account if they turn in an official deposit proof, such as a personal check or Direct Deposit Authorization Form with youth name on it *(no starter checks)*

- To learn about fees and card replacements youth must reach out to their bank directly
- If a youth's account is closed or they do not provide official direct deposit proof, they will be issued US Bank Debit Card



HOW ARE YOUTH PAID

Opening a New Security Plus Credit Union Account

Youth who are unbanked and interested in opening a youth friendly bank account can do so by choosing Security Plus on the payroll form

- Youth that choose this option will be contacted directly by Security Plus to open an account
- Youth can use the same verifications documents to open their Security Plus account that they used for the YW application
- SP has no monthly service fees
- SP has no minimum balance requirements
- Youth can reach out to Security Plus directly to learn more about their account

Payroll Form

Youth worker
information only

All timesheets
and payroll will be
done digitally.

It is the Worksite
Supervisors
responsibility to
submit all of their
assigned youth's
time

CITY OF BALTIMORE YOUTHWORKS PAYROLL FORM			
<i>Note: Print Legibly in ink.</i>			
Social Security Number	Last Name	First Name	MI
I authorize the Central Payroll Division to take the following action with my net pay:			
<input type="checkbox"/> US Bank Debit PayCard <input type="checkbox"/> I am interested in opening up a SecurityPlus checking account and would like to receive my pay on that account. I understand there will be a specific enrollment period to complete account application and submit required documents. All accounts not completed during enrollment period will receive a debit pay card to receive pay. <input type="checkbox"/> I have an existing bank account, that I'd like to receive my pay in. My account information is below Routing Number _____ Name of Financial Institution _____ Account Number _____ Type of Account: <input type="radio"/> Checking <input type="radio"/> Savings			
By signing this form, I am authorizing YouthWorks and Baltimore City Government Central Payroll Division to enroll me in Direct Deposit, so that I can use the payment method outlined above. In the event that the Central Payroll Division deposits funds to which I am not entitled to, funds that were deposited to my account in error, I hereby authorize and direct the financial institution to return said funds to the Central Payroll Division as soon as possible.			
Employee Signature		Date	
Parent Signature (if youth is under 18 years old)		Daytime Phone Number	

This form is required of all YouthWorkers at time of online application. The payment options are as follows:

- 1. US Bank Debit PayCard:** Pay will be received in a US Bank debit card personalized to you.
- 2. I have an existing bank account, that I'd like to receive my pay in:** Write down the specific institution, account, and routing number linked to your account. The YouthWorks applicant (linked to name/SSN above) must be the primary account holder on this account. You must provide either a voided check or a Direct Deposit Authorization Form with the youth applicant's name on it from your bank or credit union to enroll. We will not accept "starter checks" that have no names on them. Enter the name of the bank or credit union as well. If your account is closed or the information you provide invalid, YouthWorks will switch you over to a US Bank Debit PayCard or pay you by check depending on when the issue is discovered.
- 3. I am interested in opening up a SecurityPlus account:** Bank/Credit Union partner will notified of the enrollment period to open account. All accounts not completed during enrollment period will receive a US Bank debit PayCard. If this account cannot be opened for any reasons, you will be notified and switched to a US Bank debit PayCard.

More information about these options is available on the YouthWorks website at <https://youthworks.pcdworks.com/>

YOUTH INFORMATION SESSIONS



YOUTH PRE-SUMMER INFORMATION SESSIONS

Youtube and Facebook Live Q & A Sessions

- Every Friday in Feb from 4pm - 5pm
- Youth will have the opportunity to learn about YouthWorks, the eligibility criteria to participate, how to apply, and the required documents
- Youth will also have the opportunity to ask any questions they have pertaining to YouthWorks

YOUTH LED SUMMER SESSIONS

Young Money Mentors

Youth-led financial education workshops that takes place every Monday at 1pm. Youth will learn about different financial topics such as budgeting, banking, credit cards/loans, and more

Worksite Wednesday

The YouthWorks Youth Advisory Council members will interview youth at other YW worksites about their experiences, their goals for the summer, and more.

Bright Future Fridays

This is a career & college readiness focused initiative that provides insights into what jobs are available in various career fields. The Youth Advisory Council will lead an interview with a panel of adult professionals, discussing their careers, the pros and cons of their jobs, the education requirements, and more

All sessions are virtual and will be aired on the [Baltimore Youthworks Youtube Channel](#).



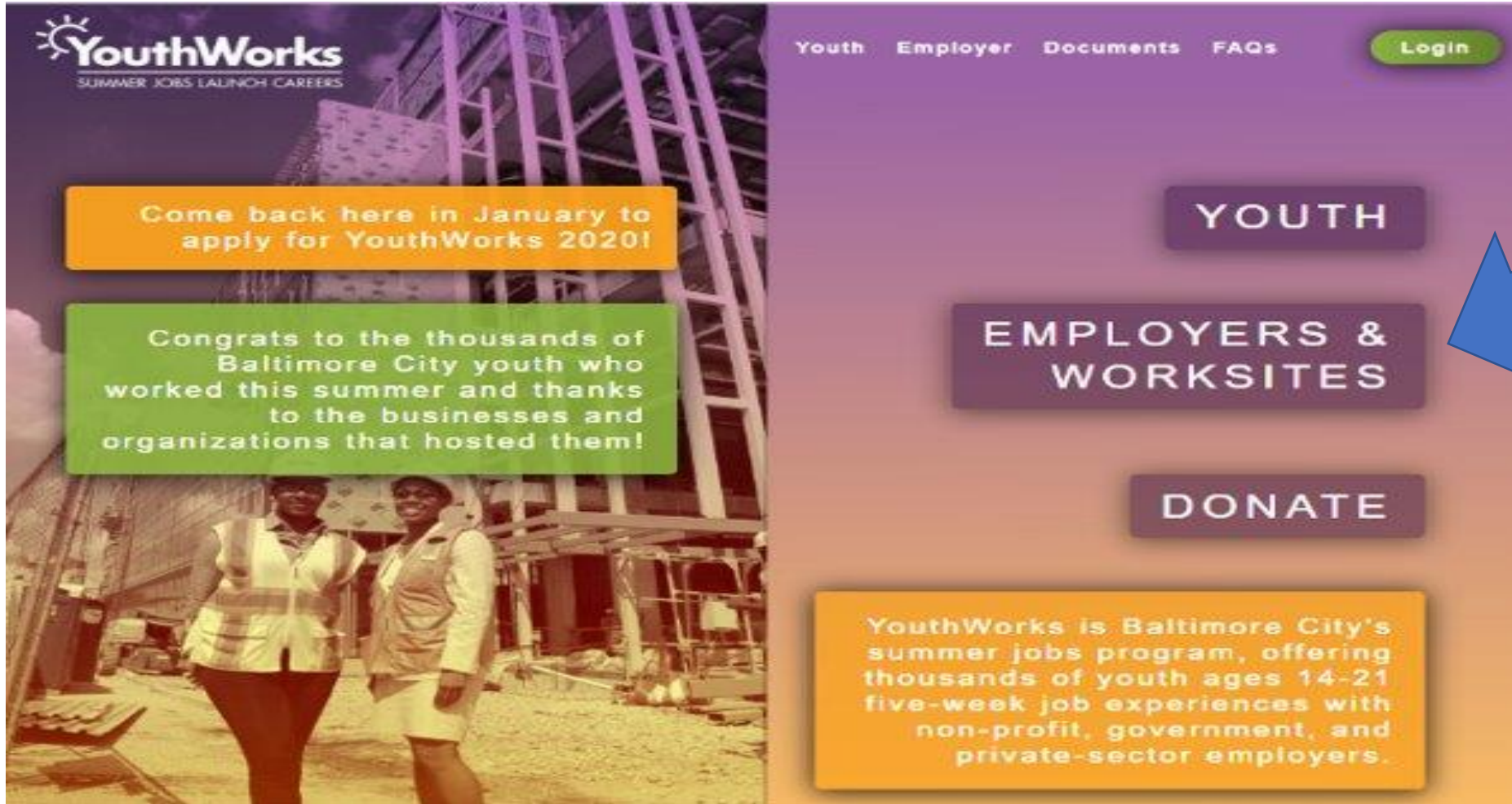
WORKSITE APPLICATION PROCESS



WORKSITE TIMELINE

- **Jan 3rd:** Online youth and worksite application opens
- **Jan-April:** The YW worksite development team will partner with worksites to assist with the application process to help ensure the application and youth request are submitted by April 14th
 - Pre-summer site visits for: new sites, sites that have not participated in over 3 years, and sites that had challenges in the past summer
- **April 7th:** Deadline for youth to apply and submit required documents
- **April 14th :** Deadline for worksites to submit an application and request youth
- **April - May:** Worksites will be approved and assigned to units
 - Unit Supervisors will start assigning youth to worksites
- **May 1st- 5th:** Initial youth roster sent to sites
- **June 5th - 9th:** Final youth roster sent to sites
- **June 5th – 9th:** Youth receive placement letters
- **July 5, 6, 7:** Mandatory Worksite Supervisor training
- **July 10th – August 11th:** YouthWorks summer session

WORKSITE APPLICATION PROCESS



The screenshot shows the YouthWorks website interface. On the left, there is a banner image of two young women in safety vests standing in front of a building under construction. Overlaid on this image are two text boxes: an orange one at the top saying "Come back here in January to apply for YouthWorks 2020!" and a green one below it saying "Congrats to the thousands of Baltimore City youth who worked this summer and thanks to the businesses and organizations that hosted them!". The main content area on the right has a purple-to-orange gradient background. It features a navigation bar at the top with links for "Youth", "Employer", "Documents", and "FAQs", and a "Login" button. Below the navigation bar are three large, stacked buttons: "YOUTH", "EMPLOYERS & WORKSITES", and "DONATE". A large blue arrow points from the right side of the image towards the "EMPLOYERS & WORKSITES" button. At the bottom of the main content area, there is an orange box with text describing the program: "YouthWorks is Baltimore City's summer jobs program, offering thousands of youth ages 14-21 five-week job experiences with non-profit, government, and private-sector employers."

YouthWorks
SUMMER JOBS LAUNCH CAREERS

Come back here in January to apply for YouthWorks 2020!

Congrats to the thousands of Baltimore City youth who worked this summer and thanks to the businesses and organizations that hosted them!

Youth Employer Documents FAQs Login

YOUTH

EMPLOYERS & WORKSITES

DONATE

YouthWorks is Baltimore City's summer jobs program, offering thousands of youth ages 14-21 five-week job experiences with non-profit, government, and private-sector employers.

WORKSITE APPLICATION PROCESS



HIRE Businesses, nonprofits, and government organizations can interview, select, and hire employees from a pool of talented youth at a cost of \$1,600

- We screen youth for skills and interests
- We train youth in job readiness
- You interview and select your workers
- You can pay youth directly or City can be the employer-of-record

[Hire youth](#)

Hire youth



Host youth

HOST Nonprofits and government organizations can host YouthWorkers at their worksite for five weeks. Application closed.

- We select talented youth
- We cover the youth's pay
- You provide supervision and work experience
- You help youth learn life and work skills

[Learn more](#)




DONATE Youth are paid their summer wages for working five weeks at nonprofits and government organizations

- You help youth get a summer job for \$1,600 per placement
- We appreciate donations of any amount
- Your donation is tax-deductible

[Donate here](#)

Donate here



WORKSITE APPLICATION PROCESS



INFORMATION FOR WORKSITES

INFORMATION FOR ALL WORKSITE

- Youth Placements
 - Request – Worksites will need the name, DOB, and/or registration ID number of youth they want at their worksite
 - YouthWorks Placed – YW places youth based on the matching criteria from youth and worksites
 - Combination of both – Worksites provide information for youth they want at their site and allow YW to fill vacant slot
- Youth are required to be given a 30-60 minute unpaid lunch break
 - Worksites choose the duration of their assigned youth's lunch break
- All worksites are required to provide financial education
 - YouthWorks provides youth led virtual financial education sessions every Monday at 1pm

INFORMATION FOR ALL WORKSITE

All worksites are required to conduct an orientation for youth on the first day of work that covers:

- Work schedule
 - Worksite location
 - Job responsibilities/duties
 - Who to contact to if they are running late or need to be out
 - Safety requirements
 - Lunch breaks
 - And any other information needed for them to have a safe and successful summer
-
- All worksites (whether virtual or in-person) can go on field trips
 - It is the responsibility of the worksite to inform parents and get written consent

INFORMATION FOR WORKSITES

Virtual Worksites

Ratio requirements

- 1 supervisor/15 youth
- YouthWorks suggest building in mini movement breaks to avoid screen fatigue
- Virtual worksites are required to reach out to youth one week prior to the first day of YouthWorks to provide youth the link and login information for the virtual platform

In-Person Worksites

Ratio requirements:

- 1 supervisor/10 youth
- In-person worksites are required to contact youth one week prior to the first day of YouthWorks to provide them with the address and start time

REQUIREMENTS FOR WORKSITE TO BE APPROVED

- Complete an application
- Submit resumes for all Worksite Supervisors
- Submit workplans and job descriptions for each position
- Submit the platform login information (Virtual sites)
- Submit an inclement weather plan (Outdoor worksites)
- Site visit (if applicable)
- Submit a signed MOU (Memorandum of Understanding)
 - (after all other requirements are reviewed and approved by YW)

WORK PLAN VS JOB DESCRIPTION

Workplan

- Required for each position
- Job title
- Work address
- Daily schedule
 - Daily work responsibilities/ activities
 - Dates and times of work activities
- Platform login information (virtual sites)

Job Description

- Required for each position
- Job title
- Career interest
- Description and explanation of duties and responsibilities
- Job accommodations available

*Workplans are a breakdown of how the youth's day will look

*Job descriptions are a breakdown of the duties and responsibilities of the youth's job position

Work Plan



Job Title: Health Research Intern

Condensed Job Description: Health Research Intern will execute daily health research updates, draft annotated bibliographies, create health-based social media posts, write a research paper, and perform a final presentation on a health topic of their choice.

Worksite Address: 1700 West Rd. Baltimore, MD 22222

Virtual Platform: Zoom

Work Dates: Monday – Friday from 9:00am – 1:30pm

Time	Activity	Description
9:00am – 10:00am	Meeting: Research Preparation & Updates	Virtual meeting in which updates from the previous workday are discussed and preparation is made for the day ahead by the supervisor and intern. The meeting will consist of collaboratively creating a research plan for the day. They work together to determine the research topic/question, the database that will be used, and terms to search. They also briefly brainstorm a health social media post.
10:00am – 11:15am	Research Academic Articles	Execute research based off meeting preparation plan. Topic, database, terms to search, etc. Goal is to choose 1 relevant research article, read through it, and take notes.
11:15am – 12:30pm	Draft Annotated Bibliography	Write an annotated bibliography on the article read today. Cite the article using APA format and provide a short 100–150 word paragraph on the article's relevance, accuracy, and the quality of the source.
12:30pm – 1:00pm	Lunch Break	
1:00pm – 1:30pm	Edit Annotated Bibliography OR Create Outline for a Health Social Media Post	Continue working on Annotated Bibliography for the chosen research article. If finished with that assignment, then start brainstorming a topic/outline for a health-based social media post. This can be on a similar health topic to research done today, another relevant topic, or an idea discussed in the morning meeting..



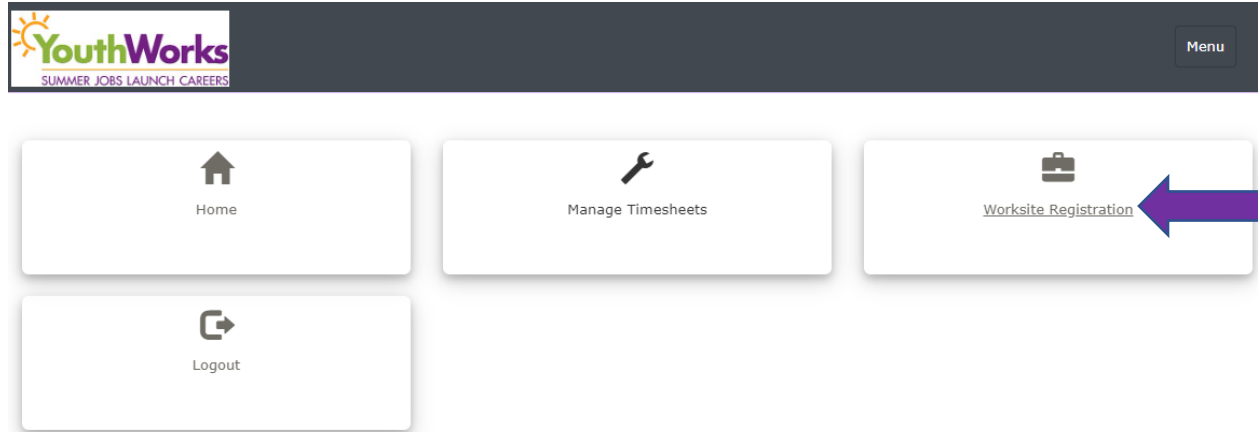
YOUTH REQUEST PROCESS



YOUTH REQUESTS STEPS 1-2

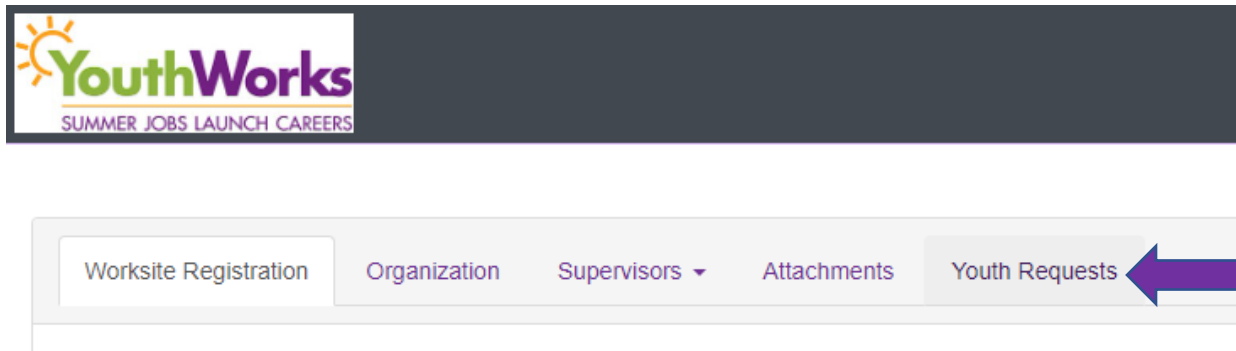
(IN YW SYSTEM)

1



1. Click "Worksite Registration" once you are logged in to your YW account

2




2. Click "Youth Requests"




YOUTH REQUESTS STEP 3

3

Worksite Registration Organization Supervisors Attachments **Youth Requests**

Current Youth Rquests

Add Youth Request 

Search   

Email	First	Last	DOB	Position	Worksite RegYear
2americanidol@gmail.com	Jennifer 1	Hudson 1	05/30/2007	Camp Counselor	2022
app@pp.com	Lamar	Jackson	01/01/2003	Camp Counselor	2022

Showing 1 to 2 of 2 rows

3. Click "Add Youth Request"

See above, this worksite already requested 2 youth. Jennifer Hudson and Lamar Jackson.

YOUTH REQUESTS STEP 4

4

Worksite Registration
Organization
Supervisors ▼
Attachments
Youth Requests

Back

Search for Youths to Request

john harbaugh 09/01/2006

↺

↻

📄

🔍

	RegID	Email	First	Last	DOB	REGYEAR
Request	772	12bContinued@yahoo.com	John	Harbaugh	09/01/2006	2022
Not Approved	753	12bContinued@yahoo.com	John	Harbaugh	09/01/2006	2021

Showing 1 to 2 of 2 rows

4. When searching multiple identifiers leave one space in between identifiers. Ex. "john harbaugh 09/01/2006" (quotes not included)

The identifiers that you can use to search for youth are:

Registration ID

Email

First Name

Last Name

Date of Birth (DOB)

Registration Year

YOUTH REQUESTS STEP 5

5

Worksite Registration
Organization
Supervisors
Attachments
Youth Requests

Back

Search for Youths to Request

john harbaugh 09/01/2006

	RegID	Email	First	Last	DOB	REGYEAR
Request	772	12bContinued@yahoo.com	John	Harbaugh	09/01/2006	2022
Not Approved	753	12bContinued@yahoo.com	John	Harbaugh	09/01/2006	2021

Showing 1 to 2 of 2 rows

5. Click "Request"

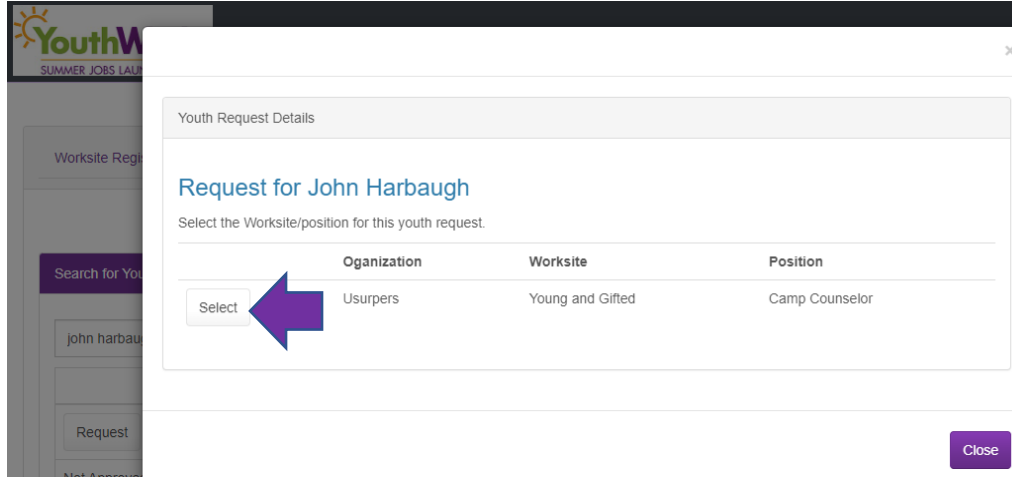
If "Request" is shown next to a youth's name, their application & documents have been approved so they have a Complete application.

If "Not Approved" is shown next to a youth that has been searched, and their registration year is 2023, then they have applied in the current year BUT they have not yet finished their documents and have not yet been deemed complete. Therefore, your worksite cannot request them unless they fully upload their documents correctly first.

Once they complete their documents, "Request" will show up next to their name and you will then be able to request them.

YOUTH REQUESTS STEPS 6-7

6



Youth Request Details

Request for John Harbaugh

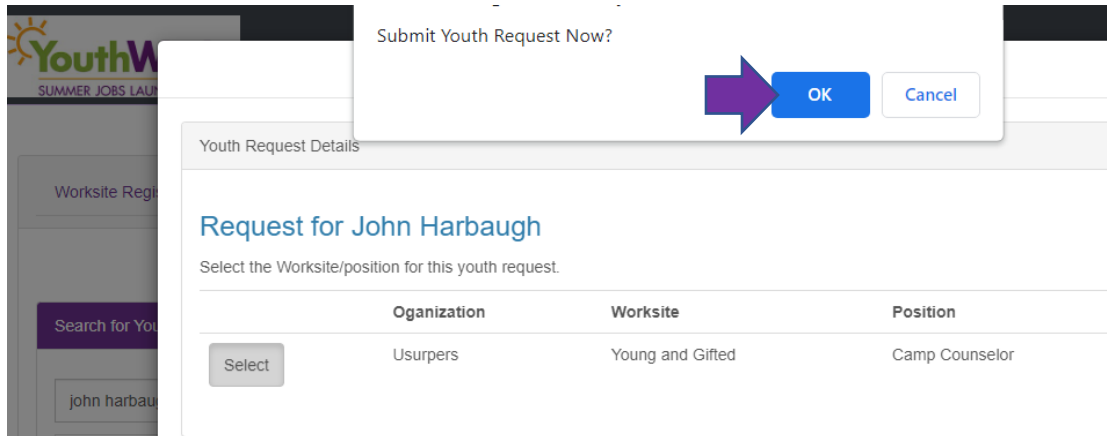
Select the Worksite/position for this youth request.

	Organization	Worksite	Position
Select	Usurpers	Young and Gifted	Camp Counselor

Close

6. Click "Select"

7



Submit Youth Request Now?

OK Cancel

Youth Request Details

Request for John Harbaugh

Select the Worksite/position for this youth request.

	Organization	Worksite	Position
Select	Usurpers	Young and Gifted	Camp Counselor

7. Click "OK"




YOUTH REQUESTS RESULT

[Worksite Registration](#) [Organization](#) [Supervisors ▼](#) [Attachments](#) [Youth Requests](#)

Current Youth Rquests

Add Youth Request

Search

Email	First	Last	DOB	Position	Worksite RegYear
2americanidol@gmail.com	Jennifer 1	Hudson 1	05/30/2007	Camp Counselor	2022
app@pp.com	Lamar	Jackson	01/01/2003	Camp Counselor	2022
12bContinued@yahoo.com	John	Harbaugh	09/01/2006	Camp Counselor	2022

Showing 1 to 3 of 3 rows

John Harbaugh has now been successfully requested through the YouthWorks system!

REQUESTING FAMILY MEMBERS

YouthWorks discourages worksite supervisors from requesting their own family members

If a worksite supervisor must request a family member they are prohibited from completing and submitting any payroll documentation for their relatives



DISTRICT CREDIT RECOVERY



DISTRICT CREDIT RECOVERY

- Youth that are required to attend summer school and would like to be paid from YouthWorks for summer school must
 - submit a YouthWorks application and be deemed complete
 - and register in-person at one of the district credit recovery schools
- Youth are only paid for the time they are in class
 - If a youth registers for 3 two-hour classes that run Monday through Thursday, the youth will be "working" 6 hours a day for a total of 24 hours a week
- APEX is not a YouthWorks site
 - Youth in need of only 1 class are encouraged to register for APEX so they can work their summer job assignment and complete their credit recovery requirements
- Youth will only be assigned to one worksite for the summer. Once youth complete summer school they have completed their work assignment
 - Summer school runs for 6 weeks
 - YouthWorks runs for 5 weeks

DISTRICT CREDIT RECOVERY

The following schools are the **ONLY** district credit recovery summer programs through YW:

- Dunbar
- Douglass
- Mervo
- Excel Academy

YOUTHWORKS PRIVATE SECTOR





YOUTHWORKS

PRIVATE SECTOR



- YouthWorks Private Sector program is a part of YouthWorks. Private Sector assist Baltimore City youth between ages 16 and 21 to find employment with private employers for the summer.
- Positions are available in a variety of industries including **Communication & Arts, Hospitality, Computer Technology, Healthcare, Construction** and many more.
- Companies that participate in YouthWorks Private Sector pay youth out of their budget

YWPS BENEFITS TO YOUTH

1

Youth are introduced to a variety of workforce skills

2

Youth often get to work in their chosen field

3

Employment may be longer than the usual 5 week session

4

Youth are often paid more

**Youth Work
in Private
Industry**

FREQUENTLY ASKED QUESTIONS

Why didn't I get all of the youth I requested?

The youth requested may have not completed and/or submitted their YW application, they may have to attend summer, may have decided not to participate in YW, or may have been requested by another worksite and chose to work at that site instead of yours.

Why don't I see a timesheet for all of the youth at my site?

If you do not see a timesheet for a youth at your site that youth may be assigned to another worksite. You should send them home immediately and reach out to your Unit Supervisor.

*Please note: if you allow this youth to continue working at your site they will not be paid for their time

What do I do if I need to change the location of my worksite?

If you need to change your worksite location please notify your Unit Supervisor immediately. Before your new worksite location can be approved YW must complete a site visit.

Can I employ youth that did not complete the YouthWorks application?

Yes, but please note that you are responsible for paying these youth's wages.

Does YouthWorks pay the wages for Worksite Supervisors?

No, YouthWorks only pays the wages for the youth that have completed the YW application and have been approved and assigned to YouthWorks worksites. The worksites are responsible for paying the wages of the Worksite Supervisors.

Please note: Youth will only be paid for the time they work at the worksite YouthWorks assigned them.



CONTACT INFORMATION

S. Rasheem, YW Program Manager

Rasheem.rasheem@baltimorecity.gov

Nadia Sims, YW Program Coordinator

Nadia.sims@baltimorecity.gov

**Rodney Walker, YW Private Sector Business
Coordinator**

rodney.walker@baltimorecity.gov

CONTACT INFORMATION

YW Helpdesk Email

ywhelpdesk@baltimorecity.gov

Youthworks Home Website

<https://youthworks.oedworks.com>

General YW Questions

summerjobs@baltimorecity.gov

410-545-1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827

YouthWorks Private Sector

ywprivate@baltimorecity.gov



RESOURCES

- [Summer Food Services | Baltimore City Department of Housing & Community Development](#)
 - Contact person Ms. Roxanne Bagby, 410-396-0773, roxanne.bagby@baltimorecity.gov
- Youth can look up their zipcode through this link to find their local place for walk-in summer food services - [Summer Food Services \(baltimorehousing.org\)](#)
- [Guide to Resources in Baltimore Strong Youth Strong Communities - Resource - Strong Youth Strong Community \(strongystrongc.com\)](#)