



Summer Youth Employment and Learning Program Instructions for Background Checks

1. CWP will process background checks for youth enrolled in Tier III of the 2010 Summer Youth Employment and Learning Program (SYELP).
2. CWP will only process background checks on youth aged 18 years and older.
3. CWP will only process background checks for the purposes of placing a youth at a worksite. CWP will not process background checks for SYELP providers who would like youth to be screened before they are served in work readiness training.
4. CWP will only process background checks for those employers who require it. This fact must be noted on the approved CWP Worksite Agreement.
5. The SYELP must ask the youth to complete the following form in its entirety.
6. The completed form with original signatures must be submitted to Althea Webber at Capital Workforce Partners for processing. CWP will only be processing background checks until week ending **July 23, 2010** for worksite placements.
7. CWP will notify the SYELP provider of the results of the background check. Results must be kept in the secure youth file.

* This information will enable us to properly identify you in the event we find adverse information during the course of our background search.

