



FREQUENTLY ASKED QUESTIONS

2011 Summer Youth Employment and Learning Program

If your application is incomplete, you cannot enter the program.

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HOW TO APPLY:

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1. Where can I pick up an application?

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A: Applications are available on our homepage at www.capitalworkforce.org.

-  [Download the application](#)

You can also check with your school's guidance counselor, who may have copies available. You may also pick up a copy at these community-based organizations:

- The Artists Collective, [1200 Albany Avenue](#), Hartford
- Blue Hills Civic Association, [120 Holcomb Street](#), Hartford
- Bristol Community Organization, [55 South Street](#), Bristol
- HRA of New Britain, [58 Scarlett Drive](#), New Britain
- Urban League of Greater Hartford, [140 Woodland Street](#), Hartford
- Connecticut Puerto Rican Forum, [95 Park Street](#), Hartford
- Community Renewal Team, [555 Windsor Street](#), Hartford
- Our Piece of the Pie, [20-28 Sargeant Street](#), Hartford
- Catholic Charities, [191 Franklin Avenue](#), Hartford

2. When is the application due?

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A: The application is due by **May 31, 2011**.

3. How do I submit my application?

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A: Mail completed applications to the 2011 Future Workforce Service Provider Partner near to you :

2011 Future Workforce Service Provider Partners

Vicki Gallon-Clark Blue Hills Civic Association 120 Holcomb Street Hartford, CT 06112 www.bluehillscivic.org	Betsy LeBoriosis Capital Region Education Council 111 Charter Oak Avenue Hartford, CT 06106 www.crec.org	April Goffe-Brown Catholic Charities 191 Franklin Ave. Hartford, CT 06114 www.ccaoh.org
Hubert Schwann Community Renewal Team 555 Windsor Street Hartford, CT 06120 www.crtct.org	Yanil Teron CT Puerto Rican Forum 95 Park Street Hartford, CT 06106 www.ctpuertoricanforum.org	Leticia Mangual Human Resources Agency of New Britain, Inc. 58 Scarlett Street New Britain, CT 06053 www.hranbct.org
Jinelle Hooker Our Piece of the Pie 20-28 Sargeant Street Hartford, CT 06105 www.opp.org	Gabe Boyd Urban League of Greater Hartford 140 Woodland Street Hartford, CT 06105 www.ulgh.org	

You may also *drop off* applications at the sites listed immediately below:

- Blue Hills Civic Association, [120 Holcomb Street](#), Hartford
- Community Renewal Team, [555 Windsor Street](#), Hartford
- Our Piece of the Pie, [20-28 Sargeant Street](#), Hartford
- Human Resources Agency, [58 Scarlett Drive](#), New Britain
- CT Puerto Rican Forum, [95 Park Street](#), Hartford
- Bristol Community Organization, [55 South Street](#), Bristol
- Urban League of Greater Hartford, [140 Woodland Street](#), Hartford
- Catholic Charities, [191 Franklin Avenue](#), Hartford

4. Will I be notified that you received my application?

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A: Yes, you will be notified by mail after we review your application.

5. What do I do if my application is incomplete?

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A: We will tell you what information is missing. You will need to complete the missing information and mail it to us at *Capital Workforce Partners, 1 Union Place, Hartford, CT 06103*. Please include your name and date of birth with all communications.

- Due to the *large number* of applications,
 - We **cannot** assist you at our reception desk
 - We **cannot** accept faxes
 - We **cannot** make copies.

6. What do I do once my application is complete?

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A: Once your application is complete, your name will go into the applicant pool. If you receive a spot in the program, a provider will contact you in mid-June. You do not have to do anything else at this point, unless your contact information changes.

7. What do I do if I move/change phone numbers/etc.?

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A: Please let us know of the changes. You can call us at (860) 899-3499 or email us at SYELP@capitalworkforce.org. You can also submit new information through the “contact us” link on our website (<http://www.capitalworkforce.org/contact/index.shtml>). Please include your name and date of birth with all communications.

8. Do I need to complete an interview?

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A: No, there are no interviews as part of the application process. If you receive a spot in the program, a provider will contact you in mid-June with information on orientation and the program start date.

9. Can you mail me an application?

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A: Due to the large number of applications,

- We **cannot** mail applications, except in extenuating circumstances.

10. What do I need to complete on the I-9 form?

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A: You only need to complete Section 1: Employee Information and Verification (on page 4). You must be eligible to work in the United States in order to participate in the Summer Youth Employment & Learning Program.

11. Do I need to submit the directions for the CT W-4, Federal W-4 and I-9 with my application?

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A: No, you only need to submit the actual, completed forms.

12. What if I don't have a photo ID?

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A: A photo ID is required to complete your application. Examples of photo identification are: student photo ID card, Connecticut non-driver photo identification card, driver's license, passport, alien registration card, etc. You can find more information about the Connecticut non-driver photo ID here:

<http://www.ct.gov/dmv/cwp/view.asp?a=805&Q=244720&dmvPNavCtr=|28089|#28096>.

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WHO IS ELIGIBLE:

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13. How old do I have to be to participate?

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A: You must be **at least 14** years old as of July 1, 2011. **There are no exceptions.**

- There **will not** be a program for **out-of-school** students this summer.

14. Do I need to submit copies of my income information?

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A: If you currently receive free or reduced lunch, you need to submit the 2010 Free/Reduced Lunch Verification Form. If you do not currently receive free or reduced lunch, no other documentation is required at this time.

15. I have a learning disability. Do you need any special documentation?

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A: If you are currently receiving special education services, please answer "yes" to question 3f (page 2). No other documentation is required at this time.

16. I am in adult education. Can I apply?

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A: If you are currently in adult education, you are considered an out-of-school youth and funding is not available. You are considered ineligible and cannot apply.

17. I am in college. Can I apply?

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A: If you are currently in college, you are considered an out-of-school youth and no funding is available. You are considered ineligible and cannot apply.

18. How will I be selected for the program?

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A: You will be matched with a provider based on: eligibility; past or current participation in Capital Workforce Partners' programming; age; and geographical location. Students participating in our year round employment program receive priority status. Please keep in mind that only completed applications will go into the applicant pool. **If your application is incomplete, you cannot receive a spot in the program.**

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ABOUT THE PROGRAM:

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19. What is the Summer Youth Employment & Learning Program?

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A: The Summer Youth Employment and Learning Program is a six-week, subsidized employment, competency development and workforce training opportunity for youth ages 14 to 21. There are three tiers, based on age:

1. Tier I is for youth ages 14 to 16 and focuses on project-based learning and career exploration. Youth work on career exposure activities, competency development and team building.
2. Tier II is for youth ages 15 to 18 and focuses on simulated work environments and career exploration. Youth continue competency development and participate in a simulated work environment. They may also participate in job shadowing and/or sector-related field trips.
3. Tier III is for youth ages 16 and older and focuses on enhanced employability skills training and employment. Youth participate in subsidized internships preceded by competency development, and accompanied by supervision of both worksite and teacher/program coordinator.

20. Where will the programs be located?

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A: We anticipate having programs located in Hartford, New Britain, Bristol, East Hartford, Enfield and Manchester.

21. What if I don't live in any of those places?

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A: Any youth in the North Central Connecticut region can apply, however you will have to be able to get to the program location in order to participate. The 37 municipalities in our region are:

Andover	East Windsor	New Britain	Suffield
Avon	Ellington	Newington	Tolland
Berlin	Enfield	Plainville	Vernon
Bloomfield	Farmington	Plymouth	West Hartford
Bolton	Glastonbury	Rocky Hill	Wethersfield
Bristol	Granby	Simsbury	Windsor
Burlington	Hartford	Somers	Windsor Locks
Canton	Hebron	South Windsor	
East Granby	Manchester	Southington	
East Hartford	Marlborough	Stafford	

22. How much will I be paid?

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A: Tier I youth will be paid a stipend of \$6.50 per hour. Tier II and Tier III youth will be paid a wage of \$8.25 per hour.

23. When will the program start?

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A: Programs will start by **Tuesday, July 5, 2011**. Orientations will be held by each provider and will take place prior to the start of the program.

24. When does the program end?

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A: Program is scheduled to end **Friday, August 12, 2011**.

25. What is the program schedule?

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A: Program will run for up to 20 hours per week, for up to 6 weeks.

26. I am going on a family vacation during the program. Can I still participate?

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A: We discourage youth from taking time off during the program, since it is only a few weeks long.

27. I have to go to summer school. Can I still participate?

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A: You can apply, however, most programs run during the same time as summer school. We **cannot** guarantee a spot in a program that accommodates your schedule.

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