

## **YOUTHWORKS FREQUENTLY ASKED QUESTIONS**

### **ABOUT MASSHIRE MERRIMACK VALLEY SUMMER YOUTHWORKS:**

**1. What is the MassHire Merrimack Valley Workforce Board Summer YouthWorks Program (SYWP)?**

SYWP provides youth between the ages of 14 - 25-year-olds with service project based learning and subsidized employment, career/employment readiness training and income during the summer months and provides employers partners with workforce help.

**2. When will SYWP start?**

SYWP will begin on Monday, July 7, 2025. Eligible youth will be able to participate in programming for 5-6 consecutive weeks.

**3. Can I work on weekends?**

- Working on weekends is not recommended.

### **APPLYING FOR SYWP:**

**1. How do I qualify for SYWP?**

To be eligible for SYWP, you must be at least 14 years old but not over 25 years old as of July 1st, 2025. You must be able to work in the United States, have a valid Social Security number, permanently reside in the Merrimack Valley area, and meet income eligibility.

**2. When will the SYWP applications be available?**

SYWP applications are available from April 1st, 2025, through April 11<sup>th</sup>, 2025.

**3. How do I apply for SYWP?**

You must apply at **Youth Application Link:**

<https://forms.gle/CUyWWLrZDnCmbdeF9>

**4. What are the next steps after applying for SYWP?**

Youth will receive a follow-up email with the next steps to submit the required eligibility documentation and package with required forms and payroll documentation.

**5. Where do I submit my SYWP application required eligibility documentation?**

- a. To submit the required documents, you must do one of the following:
  - Visit MassHire Merrimack Valley Workforce Board:  
One Union Street, 2nd Floor, Suite 202, Lawrence, MA 01840  
April 3rd – May 2nd, 2025, from 9:00 AM – 3:30 PM
  - Review the list of required documents and have them ready (*see Required Documents Checklist*)

**6. Can I mail my application to MassHire MVWB?**

No, applications may only be submitted in person at the above-mentioned location.

**7. Can I submit more than one SYWP application?**

No, only one application will be accepted.

**8. Does it increase my chances of being selected for an opportunity?**

No, submitting more than one application will not increase the chances of being selected for an opportunity.

**4. When is the deadline to submit a complete SYWP application?**

The deadline to apply for the 2025 SYWP is Friday, April 11th, 2025, by 3:30 PM.

**5. Besides the SYWP application, what other documentation is required?**

- a. Along with the application you must submit the eligibility packet which includes but is not limited to : documents to prove your age, valid Social Security number, city residence, income, and authorization to work in the United States status.
- b. If you are a male, 18 years or older at the time of enrollment, you must provide proof of Selective Service registration. To register or obtain proof of registration, you can visit the Selective Service website at [www.sss.gov](http://www.sss.gov).

**6. Do I have to pay any fees to apply or work for SYWP?**

- a. No. MassHire MVWB does not require a fee for applying to SYWP. SYWP Worksites or any other parties are not allowed to charge a fee for participation in SYWP.
- b. During the SYWP, you are responsible for your own transportation to and from work as well as your own meals. These are the only out-of-pocket costs that you should incur while working for SYWP.

**7. What is the income eligibility to participate in SYWP?**

- a. SYWP is for income eligible youth who live in the Merrimack Valley area and meet family income requirement based on the 2025 200% Poverty Income Guidelines.
- b. Please note that there are income exceptions/waivers for youth who meet one of the following: Youth who receive Free/Reduced Lunch under the Richard B. Russell National Lunch Act, youth with disability including IEP/504, youth under the custody of DYS or DCF, homeless youth, youth whose family receives TAFDC/EAFCDC/SNAP.

**SELECTION AND ENROLLMENT:**

**1. How will SYWP applicants be selected?**

Opportunities will be granted to youth who complete applications, submit required documentation, and are deemed eligible for the program. Placement will be on a first-come, first-serve basis.

**2. How will I know if I am selected to participate in SYWP?**

- a. MassHire MVWB Youth Team will contact you via email, text, mail, or phone call.
- b. To be notified, it is necessary that you provide your correct contact information (address, telephone number, email address).

**3. How can I check on the status of my SYWP application?**

Please email the MassHire MVWB Youth Team at [www.mvwbyouth@masshiremvwb.org](mailto:www.mvwbyouth@masshiremvwb.org)

**4. Do I need a Work Permit?**

Yes. If you are selected for an SYWP position and you are 16–17-years-old as of July 7, 2025, you must submit a Massachusetts Work Permit application. We will provide you with a Massachusetts Employment Permit application that must be signed by you and parent/guardian and brought to your local high schools. If you are currently not attending school, visit your local City or Town Hall.

**YOUTH PAYMENTS:**

**1. Who is responsible for paying the youth?**

MassHire MVWB processes youth payments and the SYWP Worksites provide youth participants with work and supervision.

**2. How much does SYWP pay?**

- a. SYWP Participants will earn payments as follows:
  - Tier 1 (14–15-year-olds or participants of service project based) \$16.25 per hour stipend
  - Tier 2 (16–17-year-olds) \$17.50 per hour wage
  - Tier 3 (18–25-year-olds) \$18.75 per hour wage

**3. How will youth be paid?**

SYWP participants are paid every two weeks via direct deposit. We follow the City of Lawrence Payroll Calendar.

**4. Can youth work overtime?**

No, SYWP cannot pay for overtime. If youth are asked by the worksite supervisor to work beyond the allowable program hours, youth must inform our SYWP Youth Team.

**5. Can youth attend summer school and participate in SYWP?**

Yes, if the youth assigned worksite can arrange a schedule that accommodates both work and school.

**6. What type of summer opportunities are available?**

MassHire MVWB will determine the range of placement possibilities based on our tier system. SYWP has traditionally placed youth in service project based learning, and subsidized employment as clerical assistants, program assistants, sport coaches, dietary aide assistants, activities assistants, camp counselors, and custodial aides to name a few.

**7. What will the youth work week consist of?**

Youth program week will consist of 12-20 hours per week based on tier enrollment. The actual weekly schedule will be developed and provided by the Youth Team and host/worksites to which you are assigned.

**8. Must SYWP participants attend Work Readiness and Safety Workshops?**

All SYWP participants must complete the required 15 hours/modules of Signal Success via the CommCorp Learning Management System(LMS) and/or in person. *Participants will get paid \$16.25 stipend per each completed hour/module.*

**8. What factors determine the hourly pay of youth?**

Youth get paid by age and programming:

- Tier 1 (14–15-year-olds or youth 14–25-year-olds enrolled in a Service Project Based Learning project – max 60 hours) will be paid \$16.25/hour stipend
- Tier 2 (16–17-year-olds – max 100 hours) Subsidized employment will be paid \$17.50/hour wage.
- Tier 3 (18–25-year-olds – max 100 hours) Subsidized employment will be paid \$18.75/hour wage.

**9. If a youth doesn't have a bank account, can they use a CashApp account?**

CashApp is not recommended as CashApp accounts are constantly hacked and youth will not be able to recover the payment and MassHire MVWB will be able to replace the payment. Youth can open an account at their local bank or have joint ownership of the saving or checking account provided.

**FOR HOST WORKSITES:**

**1. How many hours can the youth participate in SYWP, and how much are they paid?**

- a. Based on tier enrollment, youth can participate in programming 12 to 20 hours per week for 60-100 maximum hours during the program period.
- b. Youth will be compensated based on their tier enrollment.
  - Tier 1 (14–15-year-olds or participants of service project based) up to 60 hours - \$16.25 per hour.
  - Tier 2 (16–17-year-olds) up to 100 hours - \$17.50 per hour.
  - Tier 3 (18–25-year-olds) up to 100 hours - \$18.75 per hour.

**2. What are the qualifications to become an SYWP Worksite?**

Organizations that wish to host SYWP participants can be private, not-for-profit, for-profit or government agencies. They must be able to provide youth with productive work for the entire duration of the program and proper adult supervision. They must also abide by all federal, state and local labor laws and facilities, health and safety regulations. All childcare programs and facilities must have a current license or permit to operate.

**3. How does an organization apply to become a SYWP Host/Worksite?**

- a. Organizations that would like to become partners must complete the MassHire MVWB Host/Worksite Application-Agreement.

- b. If you are interested in becoming a host/worksites, please contact Cristy C. Gómez, Youth Programs Manager, at [cgomez@masshiremvwb.org](mailto:cgomez@masshiremvwb.org)

#### **4. Who is responsible for placing the youth at the Host/Worksites?**

The MassHire MVWB Youth Team is responsible for placing the youth at their Host/Worksites.

#### **5. Can the host/worksites select the youth for their host/worksites?**

- a. Host/worksites can submit a list of preferred youth. However, the referred youth must complete the application and eligibility process and be deemed eligible for SYWP to be placed at the host/worksites.
- b. The host/worksites must provide the MassHire MVWB Youth Team with a list of preferred youth by the established deadline.

#### **6. Is there a screening process to ensure the youth are ready to work?**

- a. The MassHire MVWB Youth Team verifies the age, Social Security number, and work authorization status of each participant enrolled in SYWP. In addition, we will complete the E-Verify process with USCIS.
- b. The MassHire MVWB Youth Team facilitate orientation and will guide participant through the required Signal Success LMS.
  - Signal Success: The Signal Success program is a comprehensive curriculum developed by the Commonwealth Corporation to help young people develop essential skills for future success. It focuses on systematic instruction in core soft skills while engaging youth in meaningful future planning<sup>1</sup>. The program can be integrated into various educational settings, including advisory, electives, and counseling services, and includes assessment tools to measure youth growth.
- c. If an worksite requires Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI), health related (such as a TB PPD test), drug or any other sort of supplemental screening for youth to work at their organization as part of the Youth Employment & Training Program, the Worksite is responsible for arranging for the screenings, covering screening expenses and receiving screening results. We, the MassHire Merrimack Valley Workforce Board and the City of Lawrence, are not responsible for the mentioned screenings/assessments/tests, nor receive their results. Consequently, Worksites must assume those responsibilities, if necessary, at their job sites.

**7. What kind of work are SYWP participants allowed to perform?**

Worksites are required to provide proper supervision and age-appropriate work for youth between the ages of 16 and 25. All SYWP Worksites are required to abide by federal, state and local child labor laws. In particular, the MassHire MVWB does not allow SYWP participants to operate motor vehicles, take part in political activities or fundraise on behalf of the Worksite as part of their work assignment in SYWP.

**8. Is there any additional support provided to the host/worksite staff throughout the program?**

If the host/worksite is accepted, the MassHire MVWB will conduct an orientation, provide you with the SYWP worksite agreement & Employer Handbook, MOU, and conduct visits to support the participants placed at your site. You should communicate with Cristy C. Gómez, Youth Programs Manager, regarding questions about the SYWP or specific issues related to participants placed at the host/worksite.

**9. Can a host/worksite terminate the participation or employment of an SYWP participant?**

The MassHire MVWB encourages worksites and participants to maintain continuous communication and feedback regarding the job performance of participants. If the host/worksite is dissatisfied with the performance of an SYWP participant, the host/worksite must inform us and attempt to resolve the issue. The host/worksite must not terminate participants and send them home unless such termination is approved by the MassHire MVWB assigned Youth Team members.