



New York Youth Works

Andrew M. Cuomo, Governor

Goal: Certified Youth Placed into Certified Businesses

Agenda Topics

- Contracts
- Businesses
- Certification Process (Youth and Businesses)
- OSOS Data Entry
- National Work Readiness Credential



NY Youth Works – Help for Unemployed Youth

- December 2011, Governor Cuomo signed legislation to combat high unemployment among inner-city youth



- **Participating youth must be:**

- Between ages of 16 and 24
- Low income or at-risk
- Unemployed
- Living in a targeted area

- **Certified youth must start employment between January 1, 2012 and December 31, 2012**



Youth must reside in one of these areas:

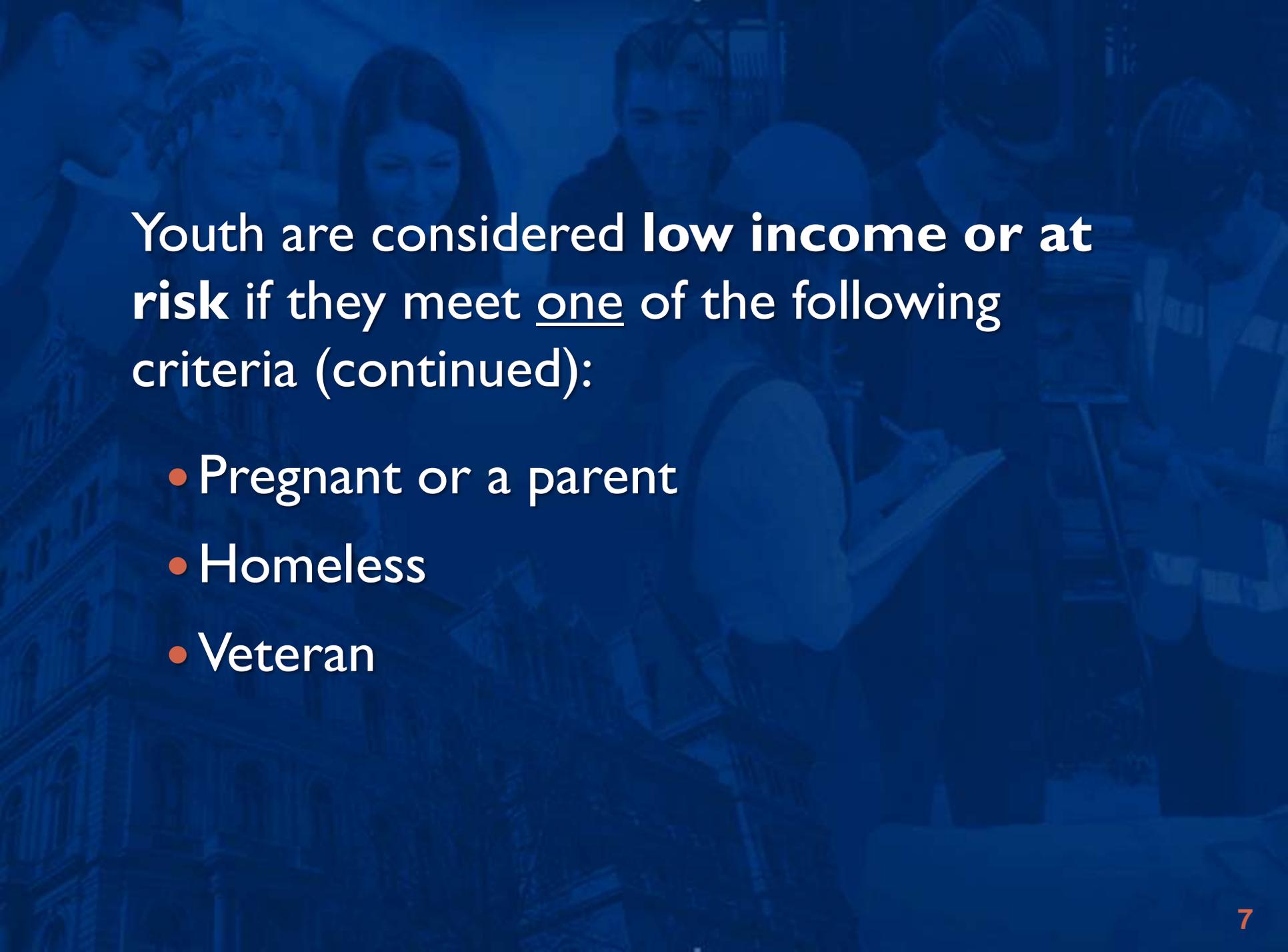
- Town of Hempstead
- New York City
- Buffalo
- Rochester
- Mount Vernon
- Yonkers
- Town of Brookhaven
- New Rochelle
- Schenectady
- Albany
- Syracuse
- Utica

Youth are considered **low income or at risk** if they meet one of the following criteria:

- Member of family receiving Temporary Assistance for Needy Families (TANF)
- Member of family receiving SNAP benefits (food stamps)
- Member of family receiving Supplemental Social Security Income (SSI) benefits

Youth are considered **low income or at risk** if they meet one of the following criteria (continued):

- Receives free or reduced-cost school lunch
- Referred by a state-approved rehabilitation agency or employment network under Ticket to Work Program
- Served time in jail or prison – or on probation or parole

A group of diverse young people, including men and women of various ethnicities, are gathered around a table, looking at a document together. The scene is dimly lit with a blue tint, suggesting an indoor setting like a library or a community center. The text is overlaid on the upper left portion of the image.

Youth are considered **low income or at risk** if they meet one of the following criteria (continued):

- Pregnant or a parent
- Homeless
- Veteran

Low income or at risk criteria (continued):

- Currently in or will soon be leaving Foster Care or the custody of the NYS Office of Children and Family Services
- 18 years of age or older without a High School Diploma or GED
- Daughter or son of parent currently in jail or prison, or has been within past two years

Low income or at risk criteria (continued):

- Daughter or son of parent who is collecting Unemployment Insurance
- Lives in public housing or receives housing assistance, such as Section 8 voucher
- Receives public assistance not listed above (reviewed on case-by-case basis)

Low income or at risk criteria (continued):

- Other relevant factors determined by the Executive

Note – Youth at least 16 years of age but not 18 years old must be in-school, attending a secondary school, or attending GED classes, AND must have the permission of their parent or guardian to participate.

Getting Started

- **Youth must file an application with the NYS Department of Labor.**
 - Apply and submit the application online, or print it out and mail or fax it. Go to www.youthworks.ny.gov
 - Anyone under 18 years old (minors) must have working papers before beginning work

Getting Started

- Youth must file an application with the NYS Department of Labor (continued).
 - Photo ID is necessary.
 - A non-driver ID card is available from the NYS Department of Motor Vehicles. It will be expedited and free of charge for youth in this program who are working with a NY Youth Works provider. For more information on non-driver IDs, call NYSDMV at (518) 474-9981 or visit their website: www.dmv.ny.gov

Stipends for Youth

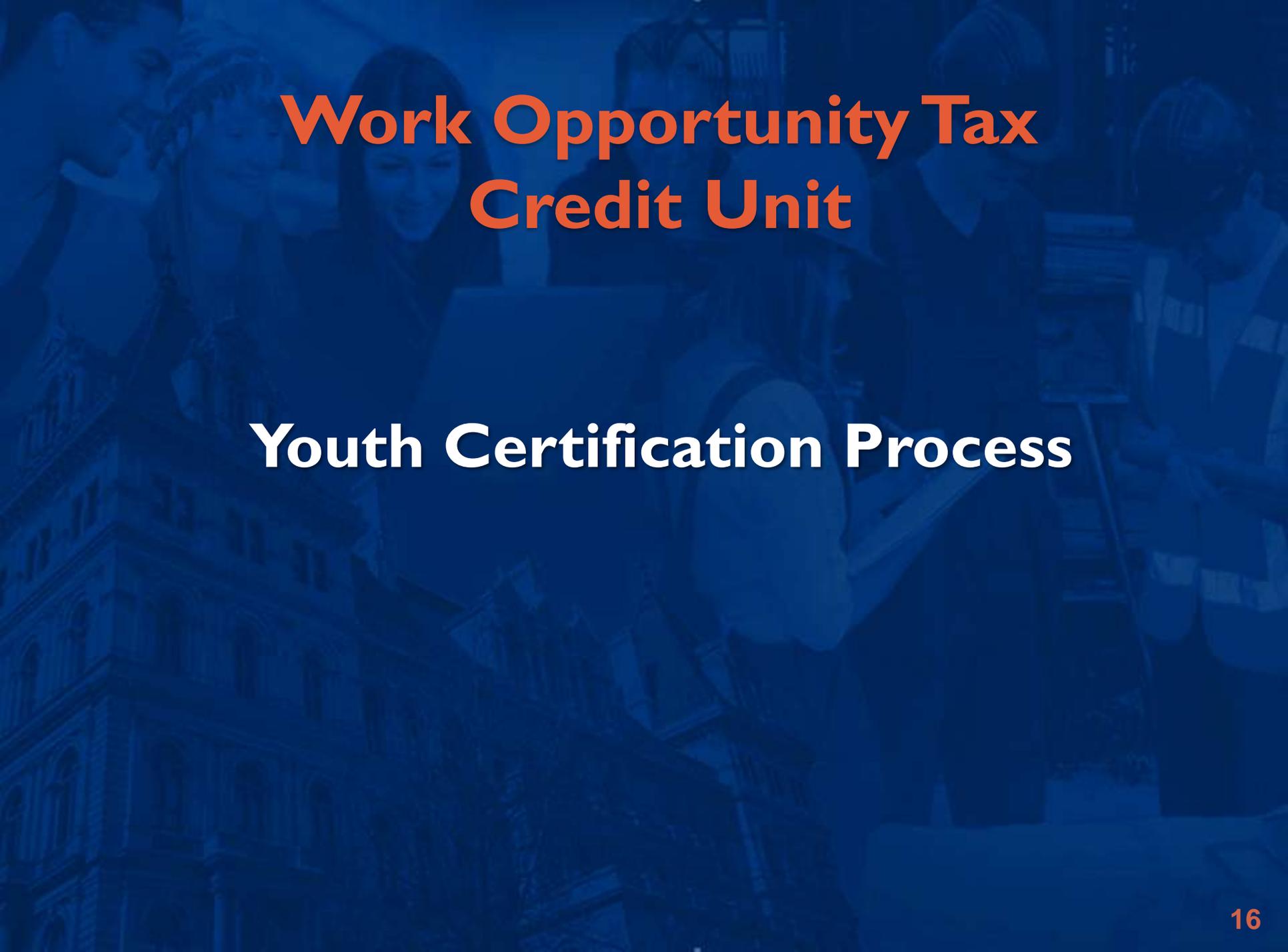
- Youth may receive training from a **NYS Youth Works training provider** and receive up to **\$900 (maximum)** in stipends to cover costs such as daycare, clothing, transportation, etc.
- Those in work readiness/occupational skill training may receive up to **\$600** while training and searching for a job.

Stipends for Youth (continued)

- **Youth may receive training from a NYS Youth Works training provider and receive up to \$900 (maximum) in stipends to cover costs such as daycare, clothing, transportation, etc.**
 - Those placed in a job may receive up to \$300 to help with the transition to employment.
 - These benefits are only available through authorized NY Youth Works training and placement providers.

Reminder:

**Only Certified Youth Qualify
for the New York Youth
Works Program**



Work Opportunity Tax Credit Unit

Youth Certification Process

Youth Certification Procedure

The PREFERRED method of submitting Youth application
New York State Department of Labor website at:
www.labor.ny.gov

- Click on the link for Governor Cuomo's New York Youth Works Program.
- Then click on "Youth can certify for New York Youth Works here" and complete the online application.
- Applications will be processed within 7 business days.



New York Youth Works Program
 New York State Department of Labor
 W. Averell Harriman State Office Building Campus
 Building #12 – Room 200
 Albany, New York 12240
 1-877-226-5724
 Fax number: 518-485-1359
 E-mail address: info@youthworks.ny.gov

Youth Certification Request for the New York Youth Works Program

Sections marked with an asterisk (*) are required for us to process your application. Please provide all required information.

Last Name*

First Name*

Middle Initial

Date of Birth*

SSN*

 - -

Home Address*

City*

State*

Zip*

E-mail*

Cell Phone*

OR

Home Phone

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian Phone

I am being assisted by a NY Youth Works Training Provider.*

Yes No I don't know

I am currently working*.

Yes No Start date of current employment*

I am 16 or 17 years old and have the permission of my parent or guardian to submit this application.*

Yes No

I am currently attending high school or enrolled in a GED program.*

Yes No

New York Youth Works Youth Application Page 1

I have working papers.*

Yes No

I am 18 to 24 years old.*

Yes No

I have a High School Diploma or a GED, or am enrolled in a program for a GED.*

Yes No

Check any that apply*

- I am a member of a family that is receiving assistance from Temporary Assistance for Needy families (TANF.)
- I am a member of a family that is receiving SNAP benefits (food stamps.)
- I am a member of a family that is receiving Supplemental Security Income (SSI) benefits.
- I am receiving a free or reduced-cost school lunch.
- I was referred here by a rehabilitation agency approved by the state, or an employment network under the Ticket to Work Program.
- I have served in jail or prison – or am on probation or parole.
- I am pregnant or a parent.
- I am homeless.
- I am currently or was in foster care or the custody of the Office of Children and Family Services.
- I am a veteran.
- I am the daughter or son of a parent who is currently in jail or prison, or has been within in the past two years.
- I am the daughter or son of a parent who is collecting unemployment insurance.
- I live in public housing or receive housing assistance such as a Section 8 voucher.
- Other (Please describe in the text box below. Example: I am a member of a family that is receiving public assistance not listed above.)

How would you like to receive your written notice of certification? Please choose one.

E-mail U.S. Postal Service

Agreement

I have provided my private information on this application. While I need to disclose this information to qualify for the program, I understand that I do not need to explain the reason I choose to anyone I ask for a job, who gives me a job or who I work with.

I agree to allow the New York State Department of Taxation and Finance to share my wage records with the New York State Department of Labor.

I understand that the New York State Department of Labor will make sure the information submitted in this application is true and may ask me for details. I believe this information is correct and complete. I am aware that there are consequences for filing false documents or other information with the government.

When I check this box and submit this form, I agree with the statement above.*

Please add info@youthworks.ny.gov of e-mail contacts to ensure you receive your certificate by e-mail.

New York Youth Works Youth Application Page 2

Youth Certification Procedure

Alternate methods of submitting the Youth application are:

- Download the application, fill it out, and mail it to the following address:

New York State Department of Labor
State Office Building Campus
Building #12, Room 200
Albany, NY 12240

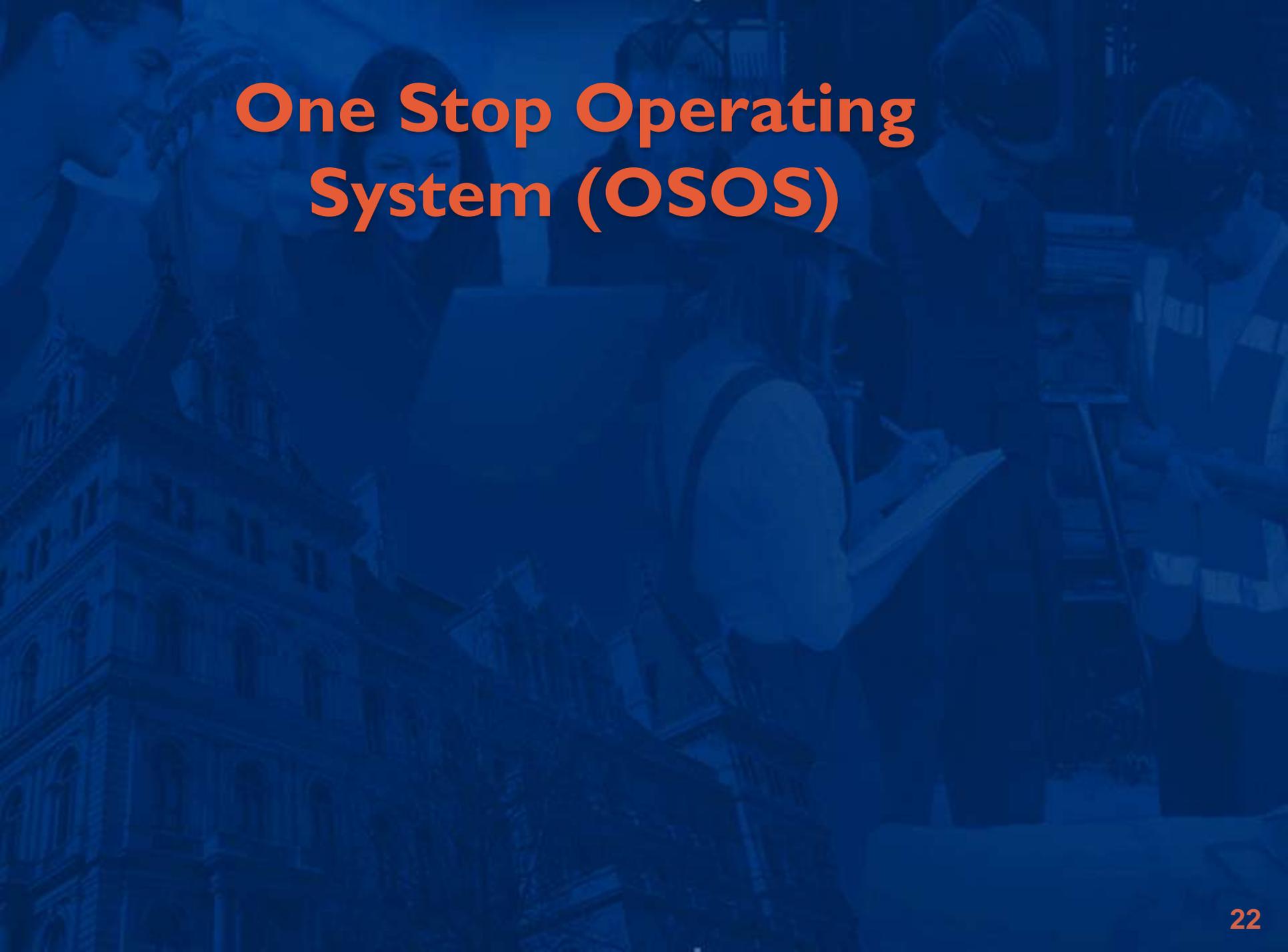
OR

- Fax both pages of the application to: (518) 485-1359

Youth Certification Procedure

- Youth must be 16-24 years old, not working, live in a designated area AND have at least ONE risk factor as defined in the guidelines for the program
- All applications are first checked for any verifiable risk factor (i.e., SNAP, TANF, SSI)
- Every attempt is made to contact youth who do not check off a risk factor to obtain additional information that may certify them

One Stop Operating System (OSOS)





CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

Customer Search

Customer Detail

Comp Assess

Services

Connelly, Farrell

SSN: 000-00-0000

OSOS ID: NY011657059

1 of

<< < Gen. Info Add'l Info Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests DEV NYYW P

	Activity	Activity Date	Office	Staff	Employer	Job ID
<input type="checkbox"/>	New Job Seeker - Staff Assisted	02/01/2012	OSOS/REOS Cent	Jones, Margaret		
<input checked="" type="checkbox"/>	NY Youth Works Certified (Bldg 12 WOTC	02/01/2012	OSOS/REOS Cent	Jones, Margaret		

NY Youth Works Certified activity MUST be entered on a customer record before providing services

Delete Activity Print List Detail

Connelly, Farrell

SSN: 000-00-0000

OSOS ID: NY011657059

1 of 1

NYYW Placement

	Date Created	Staff Created	Office	>
<input checked="" type="checkbox"/>				

Contractor Information

● Contractor ● Enrollment Date

Placement Information

Business Name Start Date Amount Hour Per Week

Stipend Payment Information

Stipend 2

AMOUNT

Enrollment Date: Date when your provider entity first started providing services to certified youth (same for both NYYW tabs)



Live Sessions

Request Host Account

Search for sessions by presenter, topic, or words in the agenda:

Search input field with Search button



Attend a Session

Live Sessions

Recorded Sessions

Unlisted Sessions

Host a Session

Set Up

Training Manager

Preferences

New Account

Support

Today | Upcoming | Daily | Weekly | Monthly

English : New York Time

1:42 p.m., Wednesday, May 23, 2012

Show past sessions Show only sessions that require registration

Total number of sessions: 0

Time | Topic | Presenter | Duration

In Progress

No sessions scheduled.

Scheduled

No sessions scheduled.

= More session dates are available

= Multiple-session course

Individuals



Businesses



Government & Research



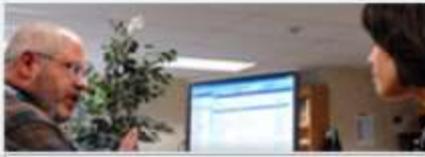
Get Unemployment Assistance



Find a Job



About Us



- [Consolidated Funding Application - Worker Skills Upgrading](#)
- [Governor Cuomo's small business outreach program](#)



About Us

- Overview
- Our History
- Our Services

Divisions

- Employment & Workforce Solutions
- Equal Opportunity
- Immigrant Policies & Affairs
- Legal
- Planning & Technology
- Research & Statistics
- Unemployment Insurance
- Worker Protection

Boards and Councils

- Employment Relations Board
- Hazard Abatement Board
- Industrial Board of Appeals
- Local Workforce Investment Boards
- Safety and Health
- State Workforce Investment Board
- Unemployment Insurance Appeal Board

Contact Us

- Overview
- File Discrimination Complaint
- FOIL Request
- Report Fraud
- WARN Notice

Eligible Training Providers

Department FAQs

- Employment Work/Labor Standards
- Legal
- Prevailing Wage/Public Work
- Safety and Health
- Unemployment (Claimants)
- Unemployment (Employers)

Forms & Publications

- Apprenticeship
- Business Services
- Career Services
- Employment Work/Labor Standards
- Equal Opportunity
- Immigrant Policies & Affairs
- Prevailing Wage/Public Work
- Safety and Health Documents
- Unemployment (Businesses)
- Unemployment (Claimants)

Initiatives

- Apprenticeship
- CareerZone
- Green Jobs
- JobZone
- Ride Safe NY
- Shared Work
- Youth Portal

Newsroom

- Monthly Press Release - Local Area
- Unemployment Rates
- Monthly Press Release - Statewide
- Jobs Data
- Press Releases & Public Notices

Legal Updates

Workforce Professionals

More Resources >



- [Consolidated Funding Application - Worker Skills Upgrading](#)
- [Governor Cuomo's small business outreach program](#)





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- [ETPL](#)
- [EUC Reemploy](#)
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- [H-1B](#)
- [NWRC](#)

Reemployment Operating System

- [OSOS & REOS](#)
 - OSOS Help Desk Contact Info
 - By Phone: 518-457-6586
 - By Email: help.osos@labor.ny.gov
 - REOS Help Desk Contact Info
 - By Email: help.reos@labor.ny.gov
 - [OSOS & REOS Resources and Guides](#)

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OSOS & REOS Resources and Guides

This new OSOS & REOS landing page has all the guides, help desk info and other resources.

OSOS Help Desk

- (518) 457-6586
- help.osos@labor.ny.gov

REOS

- [REOS Manual](#)
- [Letter Writing Guidance](#)
- [Adding, Editing and Deleting Letters](#)

REOS Help Desk

- help.reos@labor.ny.gov

Guides by Program

- [599](#)
- [DEI](#)
- [Displaced Homemaker](#)
- [Expeditions and Rapid Response OSOS Guide](#)

Guides by Program

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- ▶ [DEI](#)
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- [Expeditions and Rapid Response OSOS Guide](#)  
- [NYSERDA Green Jobs Green New York Training OSOS Guide](#)   (3/23/2012)
- ▶ [NEG](#)
- ▶ [OJT](#)
- [Trade Act OSOS Guide](#)   (4/23/2012)
- ▶ [Veteran](#)
- [WIA Gold Standard Evaluation OSOS Guide](#)   (2/13/2012)
- ▶ [Youth](#)

How-to Guides

- [OSOS and the ETPL Autoload](#)  (4/2/2012)
- [Accessing the System Guide](#)  (3/27/2012)
- [Navigating the System Guide](#)  (3/22/2012)
- [Basic Customer Search Guide](#)  (3/2/2012)
- [Language Services Guide](#)   (2/6/2012)
- [Data Correction Guide](#)  
- [Troubleshooting OSOS Guide](#)  
- [DEV Guide](#)   (3/1/2012)
- [Setting Up Correspondence Guide](#)

Guides by Program

- ▶ [599](#)
- ▶ [DEI](#)
- ▶ [Displaced Homemaker](#)
- [Expeditions and Rapid Response OSOS Guide](#)  
- [NYSERDA Green Jobs Green New York Training OSOS Guide](#)   (3/23/2012)
- ▶ [NEG](#)
- ▶ [OJT](#)
- [Trade Act OSOS Guide](#)   (4/23/2012)
- ▶ [Veteran](#)
- [WIA Gold Standard Evaluation OSOS Guide](#)   (2/13/2012)
- ▼ [Youth](#)
 - [NYYW OSOS Guide](#)  (3/21/2012)
 - [Literacy/Numeracy OSOS Guide](#)   (3/5/2012)
 - Summer Jobs Express
 - [OSOS Data Entry Guide](#)  
 - [Additional Outcomes Tab](#)  
 - [Provider Location Procedure](#)  
 - [Allowable Service Types](#)  
 - [WIA Youth - Fields That Impact Performance Measures](#)  
 - [NWRC OSOS Guide](#)   (5/1/2012) UPDATED!

How-to Guides

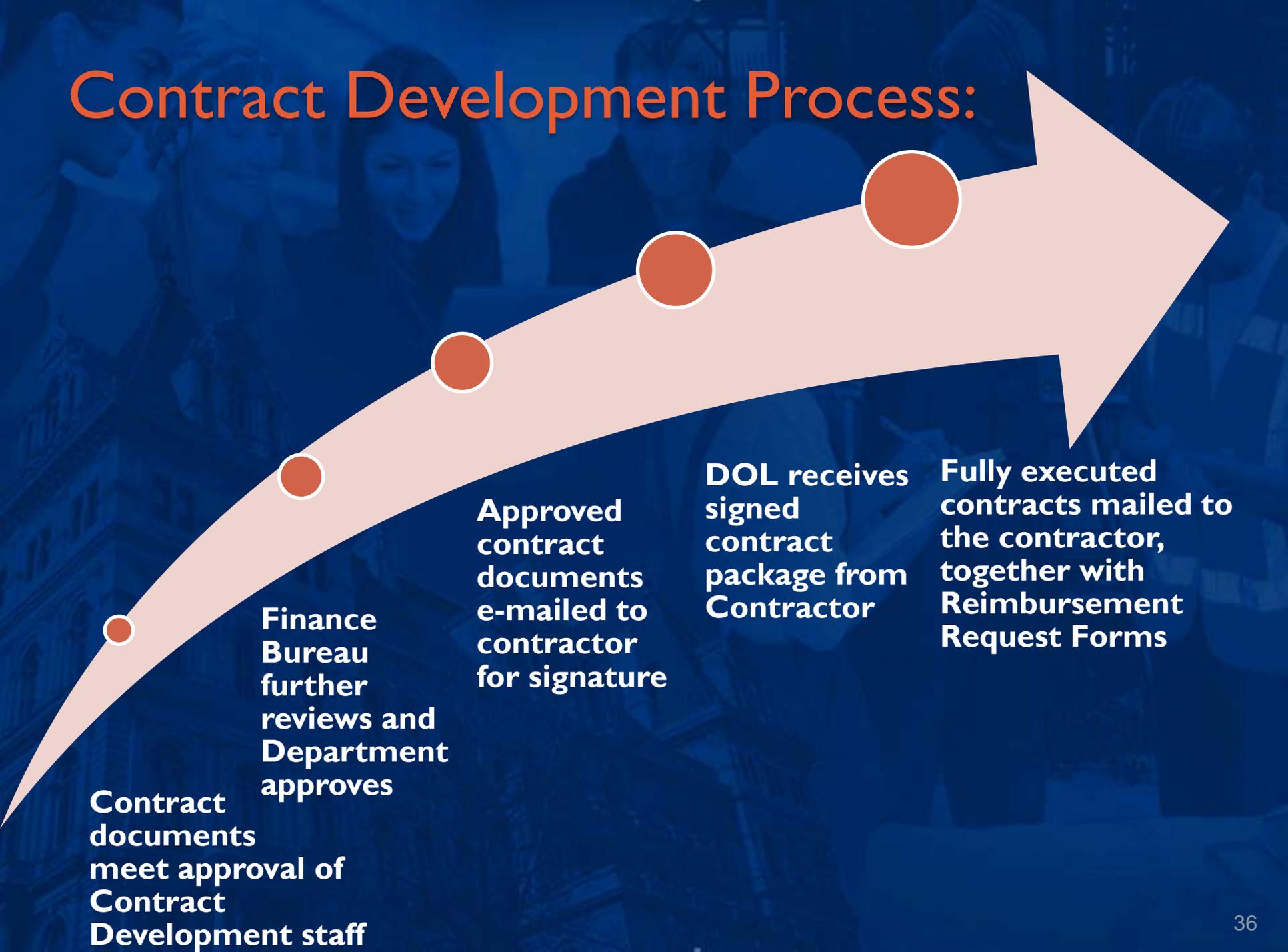
A blue-tinted photograph of a construction site. In the foreground, a worker wearing a white hard hat and a safety vest is looking down at a clipboard. Behind them, several other workers are visible, some wearing hard hats and safety vests. In the background, a large, multi-story building is under construction, with its skeletal frame visible. The overall scene is busy and industrial.

Contracts



Contract Development And Voucher Reimbursement

Contract Development Process:



Contract documents meet approval of Contract Development staff

Finance Bureau further reviews and Department approves

Approved contract documents e-mailed to contractor for signature

DOL receives signed contract package from Contractor

Fully executed contracts mailed to the contractor, together with Reimbursement Request Forms

Voucher Reimbursement

Reimbursement request forms are to be completed and submitted to the Department on a monthly basis.

The following forms will be included in your executed contract package:

- New York Youth Works Reimbursement Request Form and Instructions
- Weekly Training Attendance Record
- Training Completion Attestation Form

NEW YORK YOUTH WORKS - REIMBURSEMENT REQUEST

Contract # _____

Program: _____

Contractor Name: _____

Federal ID #: _____

Contract Amount: _____

Address: _____

Contract Dates: _____

Check if this is the **FINAL** request

TRAINING

	Budgeted Amount	Costs This Period	Cumulative Costs	Remaining Budget Balance	Accrued/Unpaid Costs This Period *
I. WORK READINESS and OCCUPATIONAL TRAINING Completed					
II. NATIONAL WORK READINESS CREDENTIAL Obtained					
III. JOB PLACEMENTS - by 7/1/12					
IV. JOB PLACEMENTS - after 7/1/12					
V. TRAINING STIPENDS					
VI. JOB PLACEMENT STIPENDS					
TOTAL					

* Milestone/benchmarks completed this period but not included in this reimbursement request.

PAYEE CERTIFICATION:

I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded. Furthermore, the training costs reflected on this invoice represent training that has actually occurred and documentation is available to support this claim. All match costs are included and, as stated, are true and correct.

I understand that all contract information is subject to audit by Federal, State, Independent auditors, or authorized representatives and documentation will be made available to officials upon request. All documentation will be retained for a period of six years and records involving matters in litigation shall be kept for a period of six years following resolution.

Payee Signature (in ink)

Title

DIVISION OF EMPLOYMENT and WORKFORCE SOLUTIONS (DEWS) CERTIFICATION:

I have reviewed and approved this reimbursement request for payment in accordance with the latest approved contract.

DEWS Development Reviewer

Title

I.

Work Readiness - Occupational Skills Training Completion Milestone
Period _____ to _____

(attach Training Completion Attestation for each participant for which the milestone payment is being requested)

<u>Participant Name</u>	<u>SS #</u>	Work Readiness Training		Occupational Training		Milestone Payment Amount
		Start Date	Completion Date	Start Date	Completion Date	

Completed Training Costs: List each participant for whom an Occupational or Work Readiness Training milestone payment reimbursement is being requested and also provide: the participant's social security number, the training start and completion dates of the work readiness and/or occupational skills training that was provided and the total milestone payment being requested. Attach a Training Completion Attestation form for each participant for whom a milestone payment is being requested in this period. Carry the total payments from this page forward to the NYYW Summary and place in I. Work Readiness – Occupational Training – Costs this Period.

Training Completion Attestation

By signature, _____ (contractor)

attests that the training defined within the New York Youth Works contract for:

_____ (contract number) with the New York State Department of

Labor (NYSDOL) has been completed for _____ (trainee name).

This attestation will be attached to and will supplement the documentation required for

Payment of Training Completion Milestone Payment as submitted to NYSDOL in the

Reimbursement Request submitted for payment of the milestone.

CONTRACTOR AND CONTRACT NO.
NEW YORK YOUTH WORKS
WEEKLY TRAINING ATTENDANCE RECORD

TRAINING PROVIDER							
COURSE/TRAINING							
TRAINING PERIOD							
		HOURS ATTENDED					
		Monday	Tuesday	Wednesday	Thursday	Friday	PARTICIPANT'S SIGNATURE
PARTICIPANT		00/00/12	00/00/12	00/00/12	00/00/12	00/00/12	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

CERTIFICATION OF VOUCHER

- PAYEE SIGNATURE – MUST BE COMPLETED BY AN AUTHORIZED SIGNATORY OF YOUR AGENCY. ***ORIGINAL SIGNATURE IS REQUIRED***
- PLEASE SUBMIT TWO (2) COPIES OF THE REIMBURSEMENT REQUEST. AT LEAST ONE (1) OF THE TWO MUST BE AN ORIGINAL SIGNATURE. ALSO SUBMIT TWO COPIES OF SUPPORTING DOCUMENTATION (INVOICES AND RECEIPTS)

MAILING ADDRESS:

- COMPLETED REQUESTS SHOULD BE MAILED TO:

NEW YORK STATE DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT AND WORKFORCE SOLUTIONS
OFFICE OF WORKFORCE INVESTMENTS
GOVERNOR W.A. HARRIMAN STATE OFFICE BUILDING CAMPUS
BUILDING 12 – ROOM 290
ALBANY, NEW YORK 12240

(518) 457-8668



Businesses

Businesses:

Eligibility Requirements

To be eligible for certification, your business must be:

- In good standing
- Located within a reasonable commuting distance for eligible youth residing in one of the 12 targeted areas listed earlier in the presentation

Businesses:

Eligibility Requirements (continued)

Filling a job opening that meets one of the following conditions:

- Considered an in-demand occupation in a regional growth sector
- Is a priority for the area's Regional Economic Development Council

Tax Credits to Businesses

- **Full-Time Hire - 35 hours or more per week**, defined by NYSDOL in consultation with Empire State Development Corporation and the NYS Department of Taxation and Finance
 - **Maximum Tax Credit = \$4,000**
 - \$500 per month for maximum six months (\$3,000), and
 - \$1,000 if retained for six months beyond initial six months (one full year)
- **Seasonal and temporary job openings are eligible as long as they meet eligibility criteria**

Tax Credits to Businesses (continued)

- **Part-Time Hire – 20 to 34 hours per week**, defined in the authorizing legislation
 - **Maximum Tax Credit = \$2,000**
 - \$250 per month for maximum six months (\$1,500), and
 - \$500 if retained for six months beyond initial six months (one full year)

Tax Credits to Businesses (continued)

- **Seasonal and temporary job openings are eligible as long as they meet eligibility criteria**

Certification for Tax Credits

Process

- All applications processed by NYSDOL
- Application review includes due diligence and information validation

Certification for Tax Credits

Process

- Notification to applicant within 3-7 days of receipt of application, either by e-mail or mail (depending upon applicant's preferred method of communication)

Certification for Tax Credits

Process

- As businesses are certified, they are listed on the NYS Job Bank. Viewers can link directly to the NYS Job Bank from the Youth Works landing page.

NY Youth Works Job Bank Postings

- Once a business is certified the job openings are posted to the NYS Job Bank.
- Postings for NY Youth Works certified businesses can be identified by the NYYW tag in the job title.

NY Youth Works Job Bank Postings (continued)

- Businesses may want to exclude their contact information and business name from the posting which can be done through suppressing the job order.

NY Youth Works Job Bank Postings (continued)

- For a listing of current openings viewers can link directly to the NYS Job Bank from the Youth Works landing page:

<http://www.labor.ny.gov/careerservices/youth-tax-credit.shtm>



New York State
JOB BANK



Keywords

NYYW

Location(s)

NY

[Home](#)

[Employers](#) |

500+ jobs found matching NYYW in New York

Jobs 1 - 10 of 397

[Next >](#)

Sort by: [Relevance](#) | [Date](#)

NYYW Partner (Hourly Associate)

[Stewart's Shops Corporation](#) (Utica, NY)

first acquired 2012-2-27 11:17 PM



Share this job:

NYYW Partner (Hourly Associate)

[Stewart's Shops Corporation](#)
(Schenectady, NY)

first acquired 2012-2-27 11:17 PM



Share this job:

NYYW Partner (Hourly Associate-P/T)

[Stewart's Shops Corporation](#) (Utica, NY)

first acquired 2012-2-27 11:17 PM



Share this job:

NYYW Partner (Hourly Associate-P/T)

[Stewart's Shops Corporation](#)
(Schenectady, NY)

first acquired 2012-2-27 11:17 PM



Share this job:

NYYW Warehouse Worker

[Dr. Pepper Snapple Group](#) (Hempstead, NY)

first acquired 2012-2-24 11:17 PM



Share this job:

NYYW-Analyst

[Construction Validation Systems, LLC](#)
(Pelham, NY)

first acquired 2012-3-27 11:17 PM



Share this job:

Location (of 1st 500)

[Buffalo, NY \(53\)](#)

[Rochester, NY \(40\)](#)

[Bronx, NY \(38\)](#)

[Albany, NY \(26\)](#)

[Syracuse, NY \(24\)](#)

Company (of 1st 500)

[WildLife Conservation Society \(32\)](#)

[Securitas Security Services \(16\)](#)

[The TJX Companies, Inc. \(12\)](#)

[Morton Williams Supermarkets \(12\)](#)

[Charlotte Russe, Inc. \(11\)](#)

Time Range

[1 day back](#)

[2 days back](#)

[3 days back](#)

[7 days back](#)

[14 days back](#)

[anvtime](#)

Occupation Title

60

“Confirmation of Hire”

- There are 2 ways for a training provider to complete the confirmation of hire:
 - Online – The “Confirmation of Hire” form can be found on the NY Youth Works landing page under the Training/Placement Provider tab
 - In OSOS – Under the NYYW Placement custom tab

“Confirmation of Hire” (continued)

- The following information is required when completing the “Confirmation of Hire”:
 - Business Name
 - Business’ Federal Employer Identification Number (FEIN)
 - Employee Name

“Confirmation of Hire” (continued)

- The following information is required when completing the “Confirmation of Hire”:
 - Employee Social Security number (SSN)
 - Employees’ starting wage
 - Employees’ start date

“Confirmation of Hire” (continued)

- The following information is required when completing the “Confirmation of Hire”:
 - Pay period: weekly, bi-weekly, monthly, bi-monthly
 - Hours per week

[Home](#)[Individuals](#) ▼[Businesses](#) ▼[Government & Research](#) ▼[Other Information](#) ▼[Home](#) » [About Us](#) » [New York Youth Works Program - Confirmation of Hire](#)

New York Youth Works Program - Confirmation of Hire

Governor Andrew M. Cuomo

 Please have your printer ready to print the confirmation page that appears after you submit this form.

If you have any questions you can contact us at (877) 226-5742 or [E-mail](#) 

[NY Youth Works Program Overview](#) 

Business Name

Employee Name

Employee Starting Wage

Employee's Pay Period

Weekly Bi-Weekly Monthly Bi-Monthly

Name of person submitting form

Select one of the following

- I am a New York Youth Works Qualified Training Provider
 I am a Certified New York Youth Works Business

FEIN

Employee SSN

 - -

Employee Start Date

Hours per Week

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

Customer Search

Customer Detail

Comp Assess

Services

Connelly, Farrell

SSN: 000-00-0000

OSOS ID: NY011657059

1 of 1

RLI Case Specific

WIA Gold Std Eval

DEI

Ticket to Work

NYESS Info

TAA Information

NYW Placement

NYW Training

NYW Placement

	Date Created	Staff Created	Office
<input checked="" type="checkbox"/>			

Contractor Information

Contractor America Works of Albany Inc - T014313
 Enrollment Date 02/10/2012

Placement Information

Business Name Assistcare Home Health Servs - 134335658
 Start Date 04/27/2012

Starting Wage

Amount \$ 10.00
 Unit Hourly

Hours Per Week 30

Stipend Payment Information

Stipend 1

Amount
 Date
 Description

Stipend 2

Amount

Add Delete Print List

Help Print Record Audit

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Return to Srch Comments Tag Resume Schedule

Staff: Roberts, Paul

Office: America Works of Albany Inc ETW

Unsaved Changes

Security: Add

05/07/2012



Career Development and Youth Initiatives Office (Youth Office)

**Matching Certified Youth with
Certified Businesses**

All Certified Youth Must Be Served

Role of Local One Stop Career Centers

- **Provide List of Certified Youth**
- **Assist Providers with Filling Vacant Slots**
- **Can Help Identify Appropriate Services for Youth**

Local One Stop Career Center Reps.

- **Utica (City of)** – Deb Giovannetti (315) 793-5327
Debra.Giovanetti@labor.ny.gov
- **Buffalo (City of)** – Mike Farkas (716) 851-2600;
Michael.Farkas@labor.ny.gov/ Jill Whitfield
(716) 366-9015; Jill.Whitfield@labor.ny.gov
- **Albany (City of)**
Schenectady (City of) – John Triller (518) 462-
7600 x 100; John.Triller@labor.ny.gov

Local One Stop Career Center Reps.

- **Mount Vernon (City of)**
New Rochelle (City of)
Yonkers (City of) – Tanya White (914) 995-4561;
Tanya.White@labor.ny.gov
- **New York City** – Tara Brooks-Smith (718) 321-6373
Tara.Brooks-Smith@labor.ny.gov
- **Hempstead (Town of)**
Brookhaven (Town of) – Kevin Robbins (516) 934-8548; Kevin.Robbins@labor.ny.gov
Amy Lowth (631) 687-4819 ; Amy.Lowth@labor.ny.gov

Local One Stop Career Center Reps.

- **Syracuse (City of)** – Denise Elliott (315)477-6931; Denise.Elliott@labor.ny.gov
- **Rochester (City of)** – Barbara Weymouth (585) 266-7760, ext. 225; Barbara.Weymouth@labor.ny.gov

National Work Readiness Credential

Resources

- Curriculum and Testing Information

National Work Readiness Credential

Houghton Mifflin Harcourt

Career Pathways

21st-Century Workforce | About Us | Preparation | Assessments | Learn More | Contact Us

Preparation

- Overview
- Workskills™**
- Steck-Vaughn CareerReady™
- WIN™
- WIN Work Skills
- WIN Career Readiness
- WIN Training
- Mindleaders®

WorkSkills™

WorkSkills™ is three-book series with online practice that prepares individuals for entry-level positions through contextualized learning connected to O*NET's database of occupational information. Situational judgment is integrated into active listening activities to reinforce learning.

The series can be used by individuals or employers who want help building foundational work skills and is also an excellent resource for learning and practicing those skills tested on the *Work Readiness Credential (WRC)* assessment. It is designed to help teach the eight core skills identified by the *National Work Readiness Council* as necessary for entry-level employment in the areas of workplace reading, workplace math, situational judgment, and active listening.



WorkSkills™ features:

- Contextualized practice
- Real-world graphics
- Group learning activities
- Online test practice and lesson plans
- Downloadable MP3s for listening activities

Workforce Readiness

Real World. Real Skills.

Correlations to CASAS

Internet 100%

<http://www.hmeducation.com/careerpathways/preparation-4.php>

Work Readiness Training

Mindleaders®

math, situational judgment, and active listening.

WorkSkills™ features:

- Contextualized practice
- Real-world graphics
- Group learning activities
- Online test practice and lesson plans
- Downloadable MP3s for listening activities

Workforce Readiness

Real World. Real Skills.

Correlations to CASAS

 [Download PDF \(138 kB\)](#)

- ⊕ [Preview sample student lessons](#)
- ⊕ [Preview our online resources for learners and instructors](#)



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Internet

100%

Work Readiness Training Pacing Guide

Tools ab Screen 3-4 of 7 View Options X Close

Lesson	WorkSkills Average Lesson Complete Time (Hours)	Our Preferred Curriculum Contains an Equivalent Lesson (check all that apply)
WorkSkills Situational Judgment and Active Listening Lesson		
Problem Solving: The First Steps	1.25	
Problem Solving: Look for Solutions	1.25	
Purpose for Active Listening	1.00	
Strategies for Active Listening	1.25	
Recognize and Acknowledge Conflict	1.50	
Resolve Conflict	1.50	
Key Skills for Cooperation in the Workplace	1.50	
Work as Part of a Team-Personal	1.50	
Work as Part of a Team-Interpersonal	1.50	
Get the Job Done	1.50	
Take Initiative in the Workplace	1.50	
WorkSkills Math Lesson		
Get Started with Problem Solving	1.00	
Identify What Information is Needed	1.25	
Use Strategies to Problem Solve	1.50	
Solve the Problem	1.25	
Work with Currency	1.25	
Understand Percents	1.25	
Measurement on the Job	1.50	
Conversions	1.50	
Formulas	1.25	
Compute Data	1.00	
Interpret Charts and Tables	1.00	
Compare and Contrast Data	1.25	
WorkSkills Reading Lesson		

Workplace Texts	1.00	
Define the Purpose/Main Idea	1.00	
Preview Workplace Documents	1.25	
Preview Graphic Displays	1.00	
Understand Sequence	1.00	
Make Predictions	1.25	
Main Idea and Supporting Details	1.50	
Use Context Clues	1.25	
Understand Signs and Visuals	1.25	
Summarize	1.50	
Make Inferences	1.00	
Identify Cause and Effect	1.25	
Compare and Contrast	1.00	
Apply Information to a New Context	1.25	
Synthesize Information from Multiple Sources	1.25	

ii. Occupational Training (up to 5 points)

Describe the occupational training that will be delivered, including the skills to be acquired and any credential(s) to be earned.

■

A. National Work Readiness Credential Assessment (up to 15 points)

i. Describe your capacity to test or coordinate the testing of certified youth for the NWRC. A strong response will address relationships with existing authorized test sites, prior experience with the NWRC exam process and resources available (hardware, software and staff) to become a site (up to 8 points). See Becoming an Assessment Site for the National Work Readiness Credential (below) for more information.

■

ii. Describe your capacity to train youth in effective test taking techniques, and provide logistical support to youth scheduled to take the NWRC exam (up to 5 points).

■

iii. Is your training facility an authorized NWRC test site (2 points)?

Yes, it is an authorized NWRC test site (2 points).

If Yes, please provide the site ID and the address of the testing site: ■

National Work Readiness Credential (NWRC)

Testing of Certified Youth

- **Awardees can partner with existing authorized NWRC test sites or become an authorized site.**
- **Castle Worldwide Website:
www.castleworldwide.com/nwrc**

National Work Readiness Credential

Resources

- NY Youth Works T-2 and/or T-3 funding
 - Link to *WorkSkills* website:
<http://www.hmheducation.com/careerpathways/preparation-2.php>
 - Link to the sales rep. locator:
<http://customer care.hmhco.com/grailssalesreplocator/>

Questions

If you have not already done so, please submit your questions using the Q & A feature.

- **After the presentation –**
 - **Questions regarding individual contracts will be addressed**
 - **Contact information for tax questions**

Questions or Assistance

NYS Department of Labor

(877) 226-5724

www.youthworks.ny.gov

Please e-mail tax questions to

Tim Foley:

Timothy.Foley@tax.ny.gov