

You can email the Youth Department at NB.YouthDept@gmail.com if you have any further questions.

Summer Youth Application - Frequently Asked Questions

Where can I get an application?

Applications are available at the new *Youth Annex of the Career Center located at 5 Dover St., in downtown New Bedford and at the Wareham Career Center, 48 Marion Rd. from 2:30-4:00 Monday through Friday.* In the past, applications for summer jobs have been available at the Greater New Bedford Career Center and last year, applications were available at multiple locations and through outreach. In order to better track applications and provide accurate information regarding the status of applications, Applications are distributed in the afternoon hours only to discourage youth from missing school to get an application. New Directions has also posted a menu of services available at the new youth one-stop center; services include GED enrollment, workshops and job search assistance. Youth who live in outlying towns or cannot come to either center to get an application may contact New Directions directly (508) 979-1700 for further advisement. *The final deadline for all completed applications is April 30, 2010.*

Why do I have to provide all of this documentation?

New Directions programs are funded by the Greater New Bedford Workforce Investment Board via State and Federal funds. The state and federal government have attached strict eligibility guidelines to this funding and we need to show that the youth who work and receive wages with these funds are in fact eligible. We have to collect information that verifies family income, family size, citizenship and we also need to document that each youth meets an additional criteria that the government has defined as a risk factor. New Directions staff will guide you through the eligibility process however it is important that you respond to their attempts to contact you, attend all appointments and return the documentation on time.

Who is eligible?

The state and federal government have decided on criteria for youth eligibility to provide opportunities for youth who have been determined to have the most difficulty finding employment in the general workforce. *Youth must both meet income eligibility criteria and have documentation of a risk factor.* Risk factors for the federal program include: having an IEP (Individualized Education Plan), being in foster care or involvement with the Department of Child and Family Services (DCF) or Department of Youth Services (DYS), pregnant or teen parent, court involved, homeless or out-of-school (dropped out). We will also ask you to complete a basic skills assessment for eligibility purposes. The state program has additional risk factors and youth who are not eligible for the federal program will also be considered for the state program.

I worked for New Directions last year; do I need to apply this year?

There are a small number of youth enrolled in our year-round program that will not need to re-apply this year. They have been in contact with program staff and have been told they do not need to reapply. Most youth who worked last year need to re-apply and complete the eligibility process again. You may contact the youth department (508) 979-1700 ext.100 if you want to know for certain if you need to reapply.

Why do I need e-mail?

New Directions has found that e-mail is the fastest most efficient way to contact youth. The faster we can contact you, the faster we can complete your application. We find that often youth do not get phone messages we leave at people's homes and phones also become disconnected throughout the application process. Also, mailing letters takes several days and too many letters are returned to us undelivered. If you for any reason cannot communicate via e-mail, please contact us and we will make other accommodations. If you do not have an e-mail account, we can assist you in creating one.

How will youth be selected to work?

The youth who are deemed eligible first will be the first youth selected to work. That means the sooner you return your application, attend all meetings and bring us your documents; the better your chances of being selected. We do have a limited number of placements within the program and that number has not yet been determined, therefore: ***New Directions cannot and will not guarantee placement for anyone.*** If you are not eligible for the program, we will notify you and keep your application on file in case we have other opportunities outside of the state and federal programs. Youth who are eligible but are not placed will be put on a waiting list for placement. All youth will be notified by e-mail.

What does the number on my application mean?

All New Directions youth applications are numbered on the right hand corner of the application. This is so we can track your application throughout the eligibility process. When you received your application, your name was written next to the application number, this is so we can verify that you did receive a valid application and that New Directions has you on file as having started the application process. Applications that have been photocopied are not valid applications and will not be accepted. First consideration of placement in the program will be determined by the date applicants are deemed eligible, not by the number on the application.

When will I be notified?

If you completed the eligibility process and are selected to participate in the program, we will send you an e-mail to invite you to attend orientation with New Directions sometime around the beginning of May. You must attend orientation in order to participate in the program. If you cannot attend orientation due to a schedule conflict, it is your responsibility to contact New Directions to reschedule. Youth who are selected will be notified throughout the month of May. Open slots due to missed orientations will be filled with youth from the waiting list. Youth who are not eligible will be notified by e-mail as well.

Where will I work?

At the same time that New Directions is processing applications for youth, the Greater New Bedford Workforce Investment Board is heading the process for selecting employers and programs. New Directions should receive notification by mid-May as to what employers will be approved to work with youth. ***New Directions will work to best match you to a job that suits your needs and preferences; you can help us to do this by taking extra time to complete page 10 of your application and answer the questions carefully.*** New Directions hopes to finalize placements for youth by mid-June. If you are selected to work, you will be invited to attend pre-employment workshops with New Directions and you will receive your placement letter and work permit information at that time.

When will work start?

We anticipate that most work sites will start on July 12th and end on August 20th. In the past we have had additional opportunities that may begin earlier or later. If you are selected, you will receive specific information regarding your start and end date in early to mid-June.

What if I have to go to summer school?

Historically, most summer job schedules include daytime hours and it is not possible for employers to accommodate summer school schedules. If you are selected for the program and you learn that you must attend summer school please contact New Directions as soon as possible.

When will I need to get a work permit?

If you are under age 18 and you are selected to work, you will need to get a work permit. We will provide you with the information and necessary documentation at orientation.