



Creating a Worksite.

CREATING A WORKSITE IN PTS

DYCD is an equal opportunity employer/program.
Auxiliary aids and services are available upon request for individuals with disabilities



Goal

DESIRED OUTCOME OF TRAINING

It is our hope that at the end of this presentation that you will be able to enter a Worksite from Draft to Commit stage.

table

OF CONTENTS

Creating an Employer

Supervision

Job Titles & Duties

Work Schedules

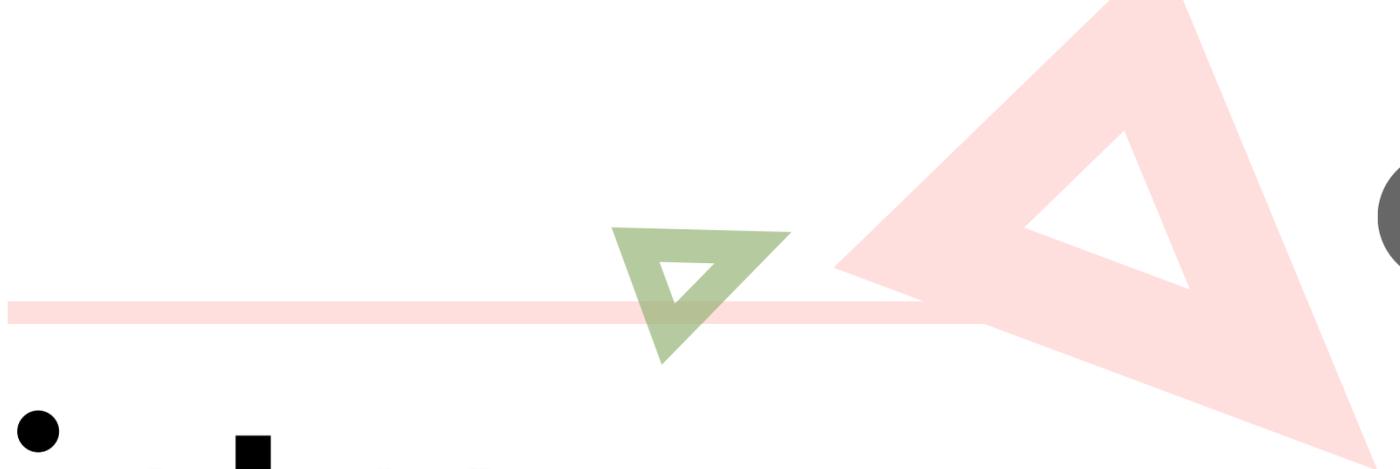
Childcare Sites

Nature Environment & Trips

Certifications & Documents

Troubleshooting





intro

OUR STORY



This training has been brought to you by the Central Validation and Reporting Unit. CVU has partnered with the Workforce Program units to bring you a full walk through of PTS Worksite applications in the hopes of passing on applicable knowledge and skills to provide Work experience internships.

The screenshot displays a software interface for managing workscope reports. At the top, there are navigation options: 'SAVE', 'SAVE & CLOSE', 'WORKSCOPE REPORT', and 'EMAIL A LINK'. The main content area shows details for a workscope report titled '90546A-Train and Earn-7/1/2021-6/30/2022'. Below this, there is a section for 'Worksite Applications' with a '+ NEW' button and a search icon. A table lists two applications:

Worksite Appli...	Application Type	Status	Employer	Address		
WSA-0000000113	Worksite Applica...	Submitted	Best Solutions	123 Walker Stree...	Weekly Assignme	Open
WSA-0000000068	Worksite Applica...	Draft	Brnox Zoo	2300 Southern BL	Weekly Assignme	Open

At the bottom of the table, it shows '1 - 2 of 2' and navigation controls. On the left-hand side, there is a navigation menu with the following items: WORKSCOPE (Approved), GENERAL, PUBLIC INFO, SERVICE DELIVERY MODS, SCHEDULING, PARTICIPATION, STAFFING, EVALUATIONS, WORKSITE APPLICATIONS (highlighted with a red arrow), and DOCUMENTS.

Worksite Applications

Upon opening the workscope, you will be redirected to the General Information page. From the switchboard on the left-hand side, select Worksite Applications. A list of applications submitted to your site will appear, as well as any drafts manually entered by your program.

Reviewing a Submitted Worksite

Upon opening the submitted Worksite Application, you will see a switchboard on the left-hand side. This allows you to navigate to each of the completed sections of the worksite application.

You will notice that most application fields are already filled in. If you notice a mistake or missing information on any part of the worksite application, you should update and correct the worksite application. You may then Commit your application to DYCD.

9/1/2023-8/31/2024						Period Type Fiscal Year	Year 2024	Provider United Activities Unlimited, Inc
Worksite Applications								
9/1/2023-8/31/2024								
Application Type	Status	Employer/Project	Worksite Name	Address	Zip Code			
Worksite Application	Submitted	Party City		1549 Forest Ave	10302		Weekly A	
Worksite Application	Submitted	JAG ONE Physical Th...		1351 Forest Avenue	10302		Weekly A	
Worksite Application	Submitted	P I Fitness		1595 Forest Ave	10302		Weekly A	
Worksite Application	Submitted	Eggers Ice Cream For...		1194 Forest Avenue	10310		Weekly A	
Worksite Application	Submitted	Hypnotronic Comics		156 Stuyvesant Place	10301		Weekly A	
Worksite Application	Submitted	Beans and Leaves		422 Forest Avenue	10301		Weekly A	
Worksite Application	Submitted	CUNY UAU SD11		85 St Josephs Avenue	10302		Weekly A	
Worksite Application	Submitted	CUNY UAU SD12		85 St Josephs Avenue	10302		Weekly A	

WORKSITE APPLICATION
Submitted

Administrative Assistant at BLS - Worksite Application - WSA-0000059190

Employer: Administrative Assistant at BLS | Program Area: WIOA | Program Type: Learn and Earn | Workscope: 903398-Learn and Earn-9/1/2023-8/31/2024

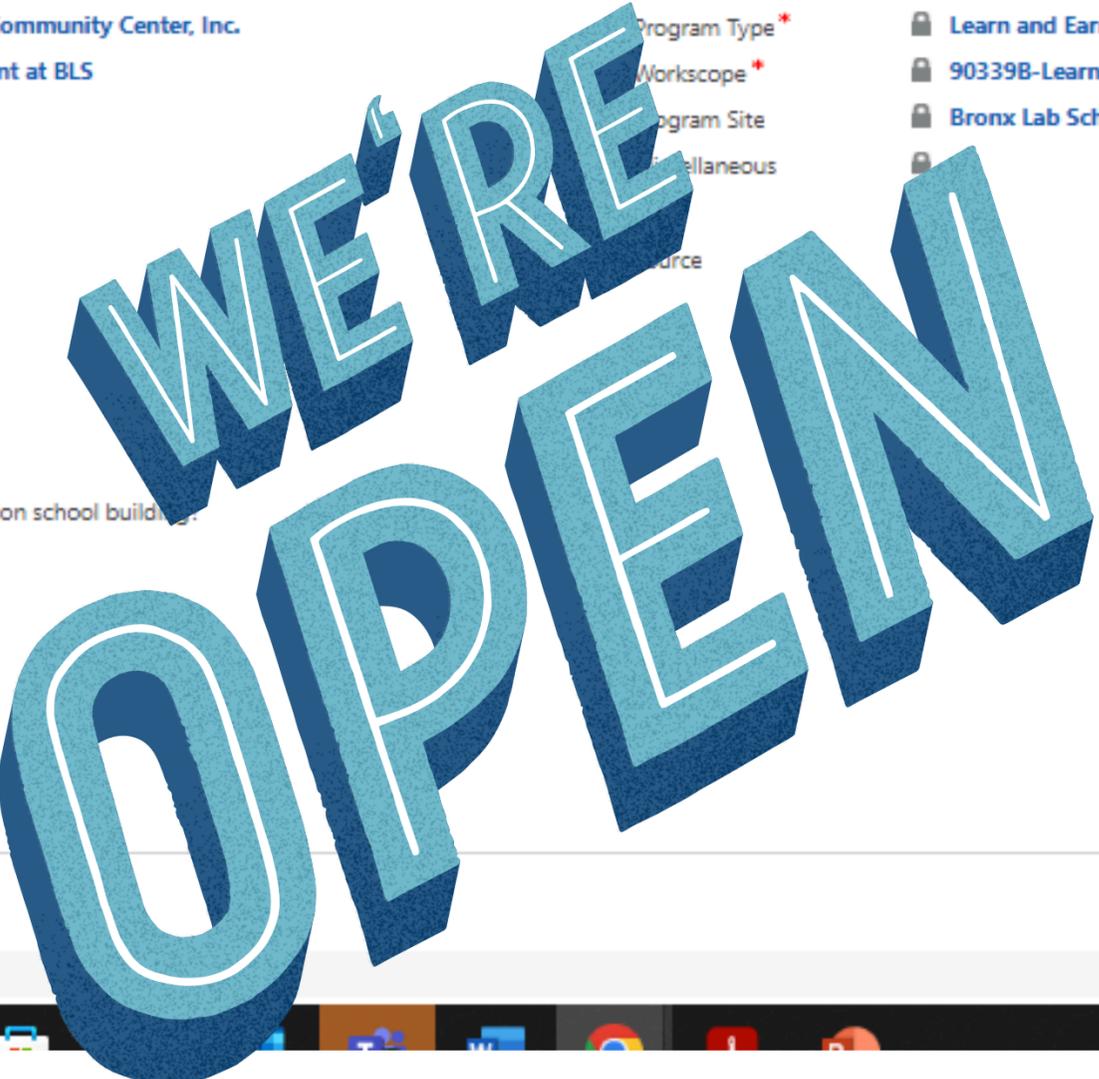
General

Application Type*	Worksite Application	Program Area*	WIOA
Provider*	Mosholu Montefiore Community Center, Inc.	Program Type*	Learn and Earn
Employer*	Administrative Assistant at BLS	Workscope*	903398-Learn and Earn-9/1/2023-8/31/2024
Website*	--	Program Site	Bronx Lab School (11X265)
Sector*	--	Program Site	Other
Industry*	--	Program Site	Miscellaneous
Worksite Name*	--	Program Site	Other
Employer Code	P000000260	Program Site	Other

How did you hear about us?
--

Is this worksite located in a NYC Department of Education school building?
--

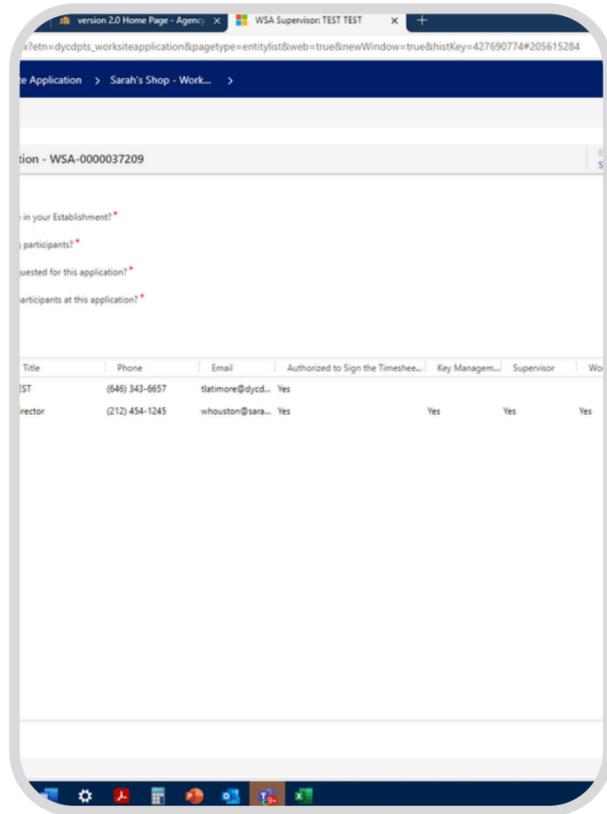
Active | unsaved changes | < Back | Next > | 4:02 PM



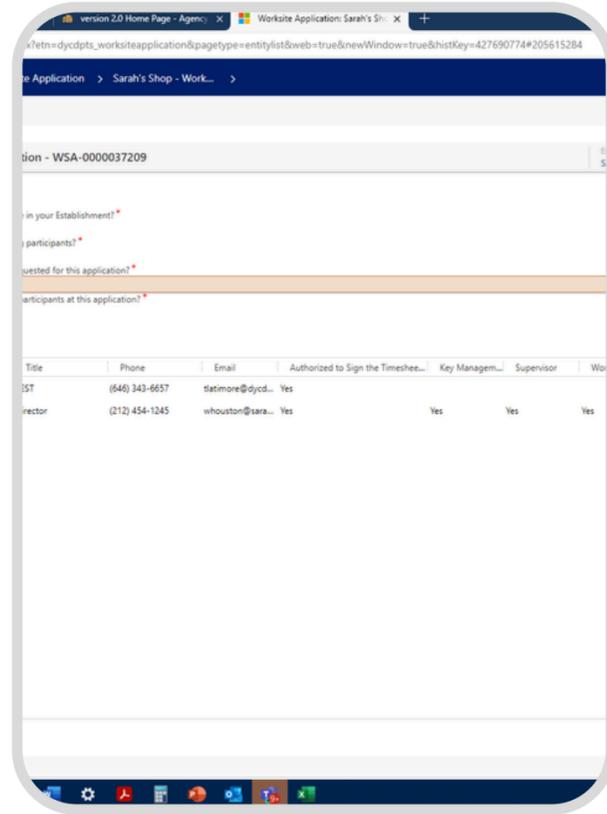
Please be sure to update the site for Summer programming. If, nothing is different, upload the original Pre-assessment and required documents then, commit your site to DYCD

Highlighted Tabs

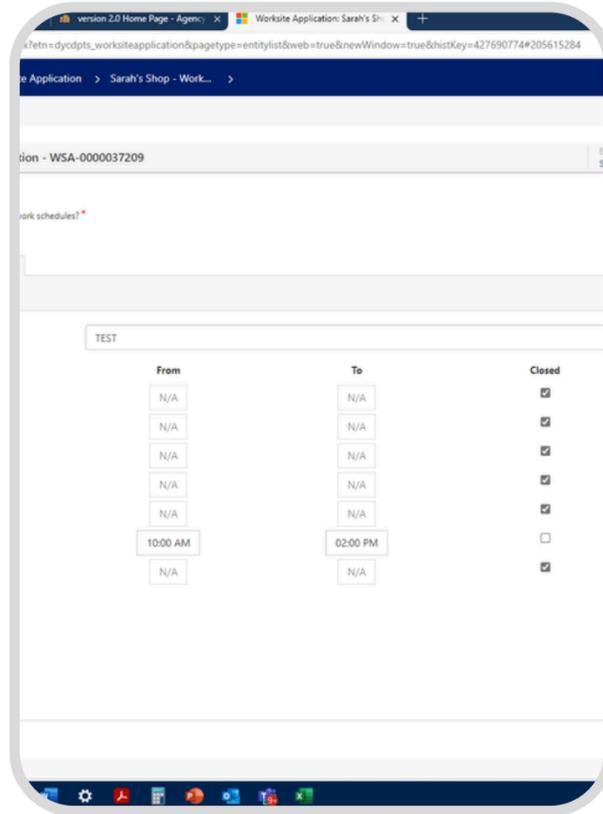
DOUBLE CHECK



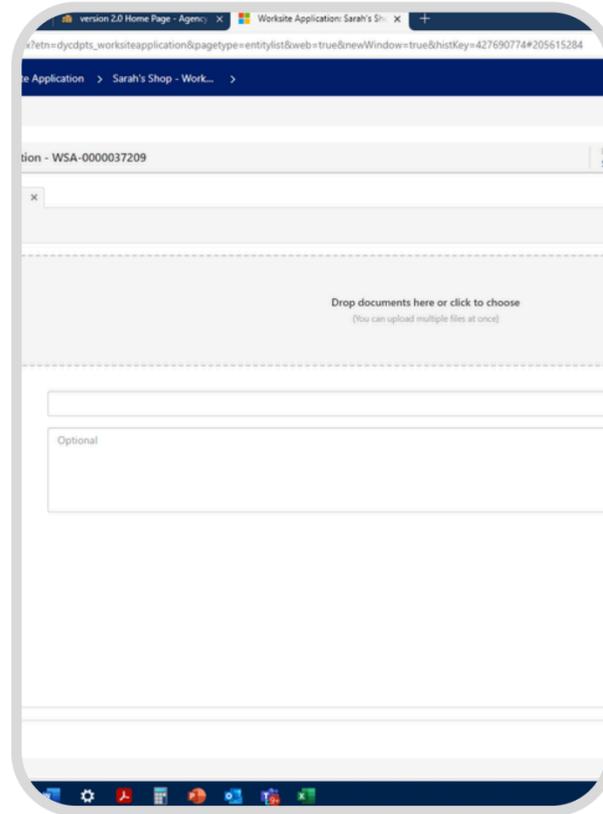
Supervisor Record



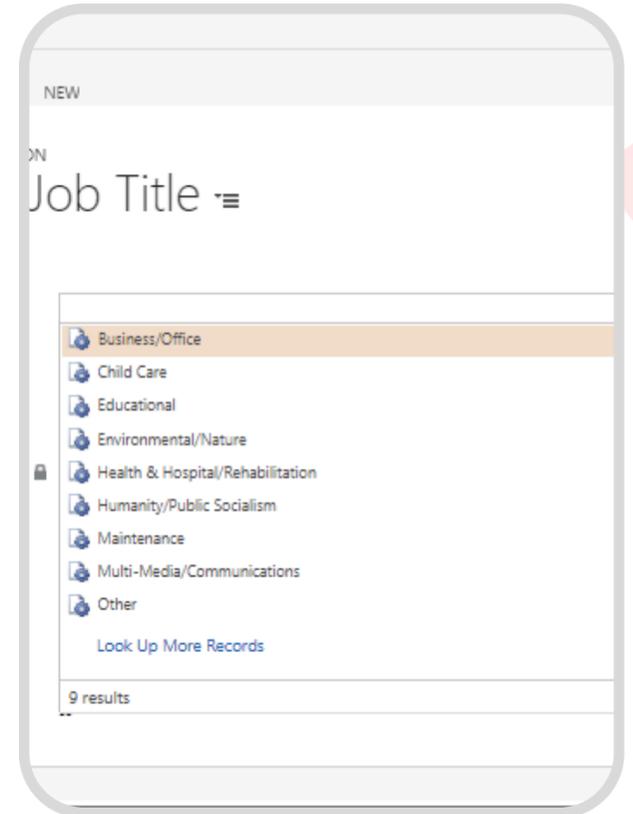
Participants requested



Schedules



Documents



Job Task & Duties

Required Documents

Application

Pre-Assessment

Site Assurances & Cert

Licenses

The screenshot displays the NYC Department of Youth & Community Development (DYCD) Connect Worksite Application interface. The browser address bar shows the URL: https://crmstgaz.dycdconnect.nyc/DYCDCRMSTGAZ/main.aspx?etn=dycdpts_worksiteapplication&pagetype=entitylist&web=true&newWindow=true&histKey=427690774#205615284. The application title is "Sarah's Shop - Worksite Application - WSA-0000037209". The interface includes a sidebar with navigation options: WORKSITE APPLICATION Submitted, GENERAL INFORMATION, SUPERVISION, JOB TITLES AND DUTIES, WORK SCHEDULE, BUSINESS PLANNING PRACTICES, CHILD CARE INFORMATION, NATURE ENVIRONMENT, TRIPS, WORKSITE ASSURANCES AND CERTIFICATIONS, REJECTION NOTES, PRE-ASSESSMENTS, DOCUMENTS (highlighted), and NOTES. The main content area shows a "New Document" upload screen with a dashed box for dropping documents and a "Document Type" dropdown menu. The "Description" field contains the text "Optional". At the bottom of the application area, there are "Back" and "Next" buttons. The Windows taskbar at the bottom shows the time as 4:42 PM on 5/15/2024.

90546A-Train and Earn-7/1/2021-6/30/2022

Period Type Fiscal Year	Year 2022	Provider Hostos Community College	Program Period 7/1/2021 - 6/30/2022
----------------------------	--------------	--------------------------------------	--

Worksite Applications + NEW 🔍

90546A-Train and Earn-7/1/2021-6/30/2022

Worksite Appl...	Application T...	Status	Employer	Address	
WSA-00000001...	Worksite Applic...	Approved By Pr...	Best Solutions	123 Walker Stre...	Weekly Assignn
WSA-00000000...	Worksite Applic...	Draft	Bronx Zoo	2300 Southern ...	Weekly Assignn

1 - 2 of 2 < 1 > | ↺



New Worksite

ENTERING A SITE ON AN EMPLOYERS BEHALF

From your workscope, navigate to the Worksite Applications section. Click on “+NEW” to start a new worksite application.

Application Type

crmstgaz.dycdconnect.nyc/DYCDCRMSTGWS/main.aspx?etc=10814&extraqs=%3f_CreateFromId%3d2ca7f6dd-a1a7-ed11-a849-000d3a026344%26_...

NYC Department of Youth & Community Development DYCD CONNECT Main Menu Worksite Application > New Worksite Applic...

SAVE SAVE & CLOSE FORM EDITOR

WORKSITE APPLICATION Draft

NEW WORKSITE APPLICATION

GENERAL INFORMATION

SUPERVISION

JOB TITLES AND DUTIES

WORK SCHEDULE

BUSINESS PLANNING PRACTICES

CHILD CARE INFORMATION

NATURE ENVIRONMENT

TRIPS

WORKSITE ASSURANCES AND CERTIFICATIONS

REJECTION NOTES

PRE-ASSESSMENTS

DOCUMENTS

New Worksite Application

Employer WIOA Program Area WIOA Program Type Learn and Earn Workscope 90341B-Learn and Earn-9/1/2023-8/31/2024

General Information

Application Type* Worksite Application

Employer*

Program Type*

Program Area*

Workscope*

Program Site*

Address

Enter address (Required)

Room/Floor/Suite --

Building Number --

Street Name*

Borough*

City*

State*

Zip Code*

Country*

Community District --

City Council District --

NDA --

NTA --

NYCHA Resident --

Town/Area --

X-Coordinate --

Y-Coordinate --

10 results + New

From the application options, select Worksite Applications. Then select +New Employer. WIOA Employers may not appear in the list.

New Employer Profile

Next navigate to the bottom of the employer options list and select New. (+) Enter the Employer/Company Name, Address and EIN

canva.com

NYC Department of Youth & Community Development DYCD CONNECT

Main Menu Worksite Employer > New Worksite Emplo...

SAVE SAVE & CLOSE + NEW FORM EDITOR

EMPLOYER

NEW EMPLOYER

EMPLOYER INFORMATION

EMPLOYER ENGAGEMENT

WORKSITE APPLICATIONS

Information

New Employer

Employer ID

New Employer

PLEASE ENTER EMPLOYER DETAILS

Employer Name Required

EIN Number

Address

Enter address (Required)

Active

GENERAL INFORMATION



"TRANSIT DISTRICT 2 " - Worksite Application - WSA-0000074779

Employer
"TRANSIT DISTRICT 2 "

Program Area
WIOA

Program Type
Learn and Earn

Workscope
90341B-Learn and Earn-9/1/2023-8/31/2024

General

Application Type* Worksite Application
Provider* Rockaway Development Revitalization Corporation
Employer* "TRANSIT DISTRICT 2 "
Website* --
Sector* Public
Are you a NYC Agency?* --
Industry* --
Worksite Name* --
Employer Code --

Program Area* WIOA
Program Type* Learn and Earn
Workscope* 90341B-Learn and Earn-9/1/2023-8/31/2024
Program Site Frederick Douglass Academy VI High School (27Q260)
Miscellaneous --
Source PTS

How did you hear about us?

--

Is this worksite located in a NYC Department of Education school building?

--

Enter the worksite's website information, sector, and industry. Be sure to, provide additional information about the worksite's address (e.g. room/floor/suite, cross streets, travel directions, etc.)

Supervision Information

Use this section to provide additional information about supervision at the Worksite, and the records of each of the supervising personnel.

"TRANSIT DISTRICT 2 " - Worksite Application - WSA-0000074779	Employer "TRANSIT DISTRICT 2 "	Program Area WIOA	Program Type Learn and Earn	Workscope 90341B-Learn and Earn-9/1/2023-8/31/2024
---	-----------------------------------	----------------------	--------------------------------	---

Supervision Information

How many full time employees do you have in your Establishment? *

--

How many staff will be there for supervising participants? *

--

What is the total number of participants requested for this application? *

--

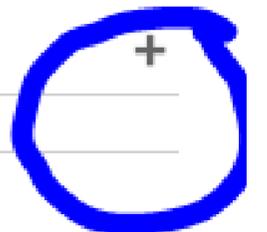
What will be the number of supervisors to participants at this application? *

--

Supervisor Records

Name ↑	Title	Phone	Email	Authorized to Sign the Timeshee...	Key Managem...	Supervisor	Worksite Repr...
--------	-------	-------	-------	------------------------------------	----------------	------------	------------------

No WSA Supervisor records found.



There must be a sufficient ratio of supervisors to participants. **12/1 Ratio!**

Supervisor Record(s)

New Supervisor

SAVE FORM EDITOR

WSA SUPERVISOR : INFORMATION
New WSA Supervisor

General

Email* --
Title* --
First Name* --
Last Name* --
Phone* --
Fax --
Worksite Representative --
Supervisor --
Key Management Personnel --
Area of Supervision --
Authorized to Sign the Timesheets?* --

Active

Full name & Title

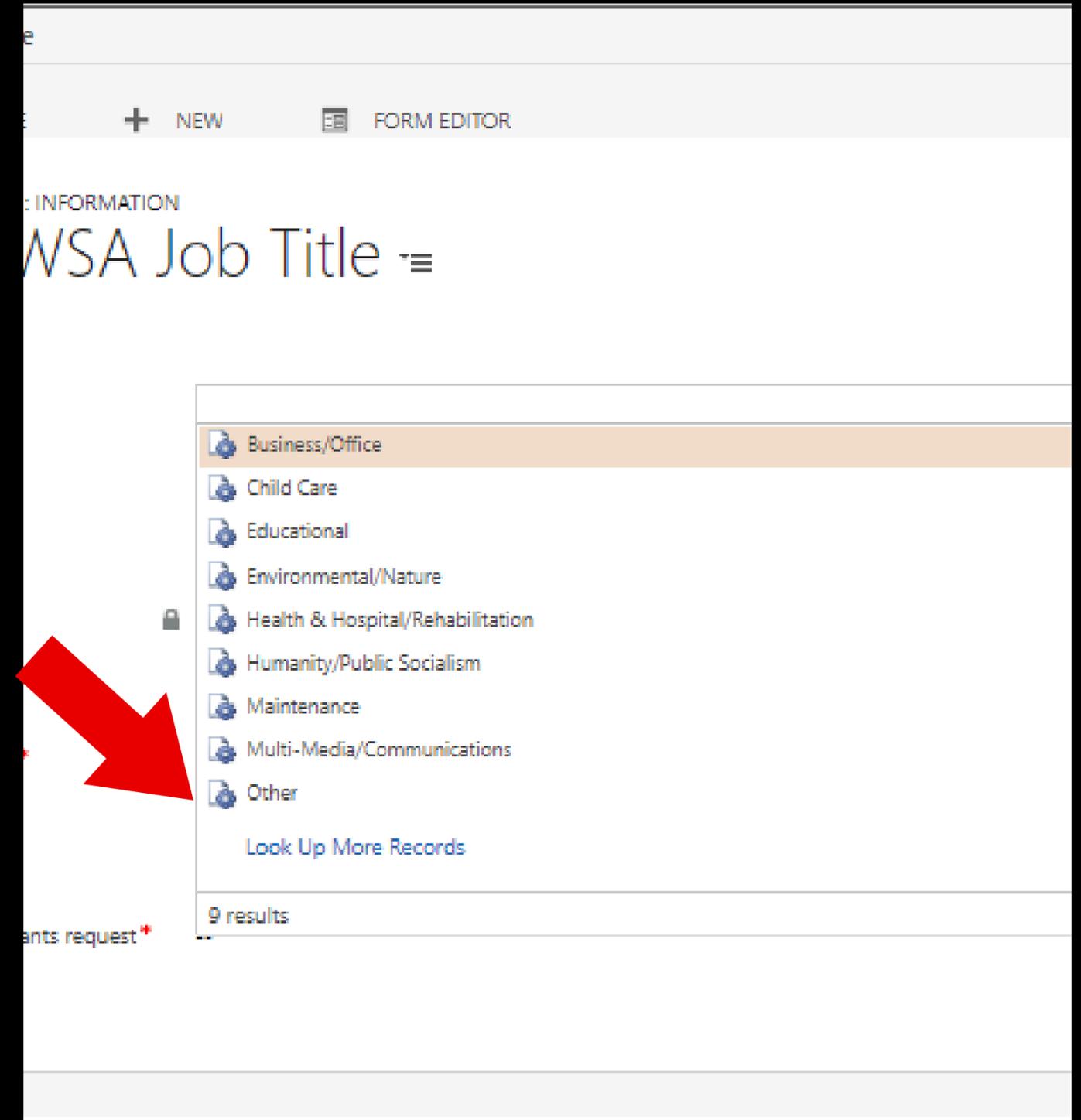
Email/Phone

Can they sign timesheets?

Worksite Representative?

Participant Job Titles and Duties

Use this section to provide a description of each of the job titles available to participants at the worksite. This includes a job category and a description of the duties and requirements for each job title. Use other when a description doesn't match. Be sure to indicate the details of this job function in the requirements section!



The screenshot shows a web form titled "WSA Job Title" with a dropdown menu open. The dropdown menu lists the following categories: Business/Office, Child Care, Educational, Environmental/Nature, Health & Hospital/Rehabilitation, Humanity/Public Socialism, Maintenance, Multi-Media/Communications, and Other. A red arrow points to the "Other" option. Below the dropdown menu, there is a link that says "Look Up More Records" and a note that says "9 results".

NEW FORM EDITOR

INFORMATION

WSA Job Title

- Business/Office
- Child Care
- Educational
- Environmental/Nature
- Health & Hospital/Rehabilitation
- Humanity/Public Socialism
- Maintenance
- Multi-Media/Communications
- Other

Look Up More Records

9 results

Worksite Schedules

The screenshot shows a web interface for creating a new worksite schedule. At the top, there are two tabs: 'Work Schedules' and 'New Worksite Schedule'. The 'New Worksite Schedule' tab is active. Below the tabs, there is a header bar with a 'SAVE' button and a close icon. The main form area is titled 'New Worksite Schedule' and contains the following fields:

- Schedule Name :** A text input field containing 'Schedule 1'. A callout box points to this field with the text: "Enter a title for the schedule here."
- From:** A time selection field. For Sunday, it is 'N/A'. For Monday through Friday, it is '09:00 AM'. For Saturday, it is a placeholder '---:-- AM/PM'.
- To:** A time selection field. For Sunday, it is 'N/A'. For Monday and Friday, it is '05:00 PM'. For Tuesday, Wednesday, and Saturday, it is a time picker showing '5 : 00 PM' with up and down arrows. A callout box points to this field with the text: "If the worksite is open on a given day of the week, you must provide a start and end time."
- Closed:** A vertical list of checkboxes. The checkbox for Sunday is checked. Callout boxes point to this section with the text: "Click on this checkbox to indicate that the worksite is closed on this day." and "Save the schedule once all days of the week are filled in."

Use the Work Schedules section to indicate the shifts available to participants at the worksite, and if participants will have alternate/staggered work schedules. Click on +New to add a new work schedule.

Business Planning Practices

Indicate if your site is In Person, Hybrid, or Remote. Indicate the Staff to Participant Ratio while on site.

<input checked="" type="checkbox"/> GENERAL INFORMATION
<input type="checkbox"/> SUPERVISION
<input type="checkbox"/> JOB TITLES AND DUTIES
<input type="checkbox"/> WORK SCHEDULE
<input checked="" type="checkbox"/> BUSINESS PLANNING PRACTICES
<input type="checkbox"/> CHILD CARE INFORMATION
<input type="checkbox"/> NATURE ENVIRONMENT

Business Planning Practices

Please select a Site Type: *

--

Are you an LGBTQ+ friendly employer interested in hosting participants who identify as LGBTQ+? *

--

What is the ratio of staff to participant at the Worksite during in-person time?

Number of Staff In Person

--

Childcare Information

WSA-0000000113 - Best Solutions		Employer Best Solutions	Program Area WIOA	Program Type Train and Earn	Workscope 90546A-Train and Earn-7/1/2021-6/30/2022
---------------------------------	--	----------------------------	----------------------	--------------------------------	---

Is this a Childcare related Worksite? * **Yes**

Licensed Child Care Information

Program Start Date --	What type of Facility do you operate? --
Program End Date --	Will participants be fingerprinted? --
	How many children do you expect to service in your Establishment this year? --

Childcare Licenses

Name ↑	License Type	License Number	Expiration Date	Created On	
No WSA Childcare License records found.					



If this is not a Childcare-related Worksite, answer “No” to the first question, and the related fields will be hidden. Otherwise, answer each of the questions in the Licensed Child Care Information section.

Childcare Licenses

Click on the “+” icon in the Childcare Licenses table to indicate one or more licenses held by the worksite. Indicate the type of license and expiration date. You must upload a copy of the relevant license. If you do not have the license on file, reach out to the potential worksite to obtain a copy

Please select all required screening assessments to be completed by youth prior to starting work with your business

Select all that apply

Out of City Child Related Worksites

Will this be an out of city worksite?

--

How are participants transported to/from this worksite and NYC?

--

Describe the meal plan for participants during their work day at this site

--

Are participants required to stay overnight?

--

Describe overnight housing arrangement for participants

--

Describe the non work hour activities

--

Nature Environment

Please describe the planned outcome of the project(s) *
Enter planned outcome description here.

Describe the type of tools and equipment to be used and projected plan of supervision *
Enter description here.

Exact boundaries for the area of the project(s) *
Enter description here.

Timetable for established plan *
Enter description here.

Outdoor Work Locations

Name ↑	Address	Created On	
No WSA Outdoor Work Location records found.			



Nature Inclement Weather Plan

Alternate Loca...	Address	Planned Activit...	Inclement weat...	Created On	
No WSA Nature Inclement Weather Plan records found.					



This section is used to indicate if the worksite is a nature environment worksite. Outdoor Work Locations and Nature Inclement Weather Plan are required. Click on the + icon on the associated tables to add an outdoor work location and/or weather plan.

Nature Environment

New Outdoor Work Location

SAVE NEW

WSA OUTDOOR WORK LOCATION : INFORMATION

New WSA Outdoor ...

Address

2 Lafayette Street, New York, NY, USA

Location * **Backyard**

Address * **2 Lafayette St, New York, NY 10007, USA**

Planned Activities * **Picking up leaves**

Example Inclement Weather Plan

New Trip Inclement Weather Plan

SAVE NEW DEACTIVATE

WSA NATURE INCLEMENT WEATHER PLAN : INFORMATION

New WSA Nature In...

General

Address

2 Lafayette Street, New York, NY, USA

Alternate Location(s) * **3 Lafayette St, New York, NY USA**

Address * **2 Lafayette St, New York, NY 10007, USA**

Planned Activities * **Picking up leaves**

Inclement weather p * **Organizing files indoors**

Development | CONNECT

SAVE SAVE & CLOSE

WORKSITE APPLICATION
Draft

- GENERAL INFORMATION
- SUPERVISION
- JOB TITLES AND DUTIES
- WORK SCHEDULE
- BUSINESS PLANNING PRACTICES
- CHILD CARE INFORMATION
- NATURE ENVIRONMENT
- TRIPS**
- CERTIFICATIONS
- REJECTION NOTES
- PRE-ASSESSMENTS
- DOCUMENTS

WSA-000000113 - Best Solutions

Employer: Best Solutions | Program Area: WIOA | Program Type: Train and Earn | Workscope: 90546A-Train and Earn-7/1/2021-6/30/2022

Will participants attend trips or outings? * **Yes**

Trip Schedule

Trips +

Name	Trip Location ↑	Address	Trip Start Date...	Trip End Date ...	Created On
No WSA Trip records found.					

Inclement Weather Plans +

Alternate Loca...	Address	Inclement Wea...	Planned Activit...	Created On
No WSA Trip Inclement Weather Plan records found.				

Trips

Use this section to indicate if the worksite has any trips or outings planned for participants. If yes, use the Trip Schedule table to indicate all trips scheduled during the program period, and the Inclement Weather Plans table to indicate alternate plans in the event of inclement weather.

Trip Schedules

Enter information in the required fields, including a trip address and location, and the number of participants and supervisors that will attend and/or remain on-site. Make sure that the total number of participants and supervisors aligns with the information previously entered in the Supervision section.

New Trip

SAVE + NEW

WSA TRIP : INFORMATION
New WSA Trip

Trip Address
2 Lafayette Street, New York, NY, USA

Name *	Number of Participants Attending Trip *
Fall Day Trip	5
Trip Location *	Number of Participants Remaining at Site *
Circus Tent	2
Address	Number of Supervisors Attending Trip *
2 Lafayette St, New York, NY 10007, USA	2
Trip Start Date & Time *	Number of Supervisors Remaining at Site *
1/1/2022 8:00 AM	1
Trip End Date & Time *	Will this trip exceed participant's regular scheduled hou
1/1/2022 11:30 AM	Yes

Certifications

Worksite Agreement

This section is used to indicate if the worksite has been subject to any federal, state or city investigation, and/or criminal/civil action. If applicable, you must provide additional details, including uploading the completed Site Assurances and Certification.

TRANSIT DISTRICT 2 " - Worksite Application - WSA-0000074779

Employer
"TRANSIT DISTRICT 2"

Certifications

Has this establishment been subject to any Federal, State, City Investigation, Criminal or Civil Action *

If Yes, Provide all Details, Dates and Outcomes

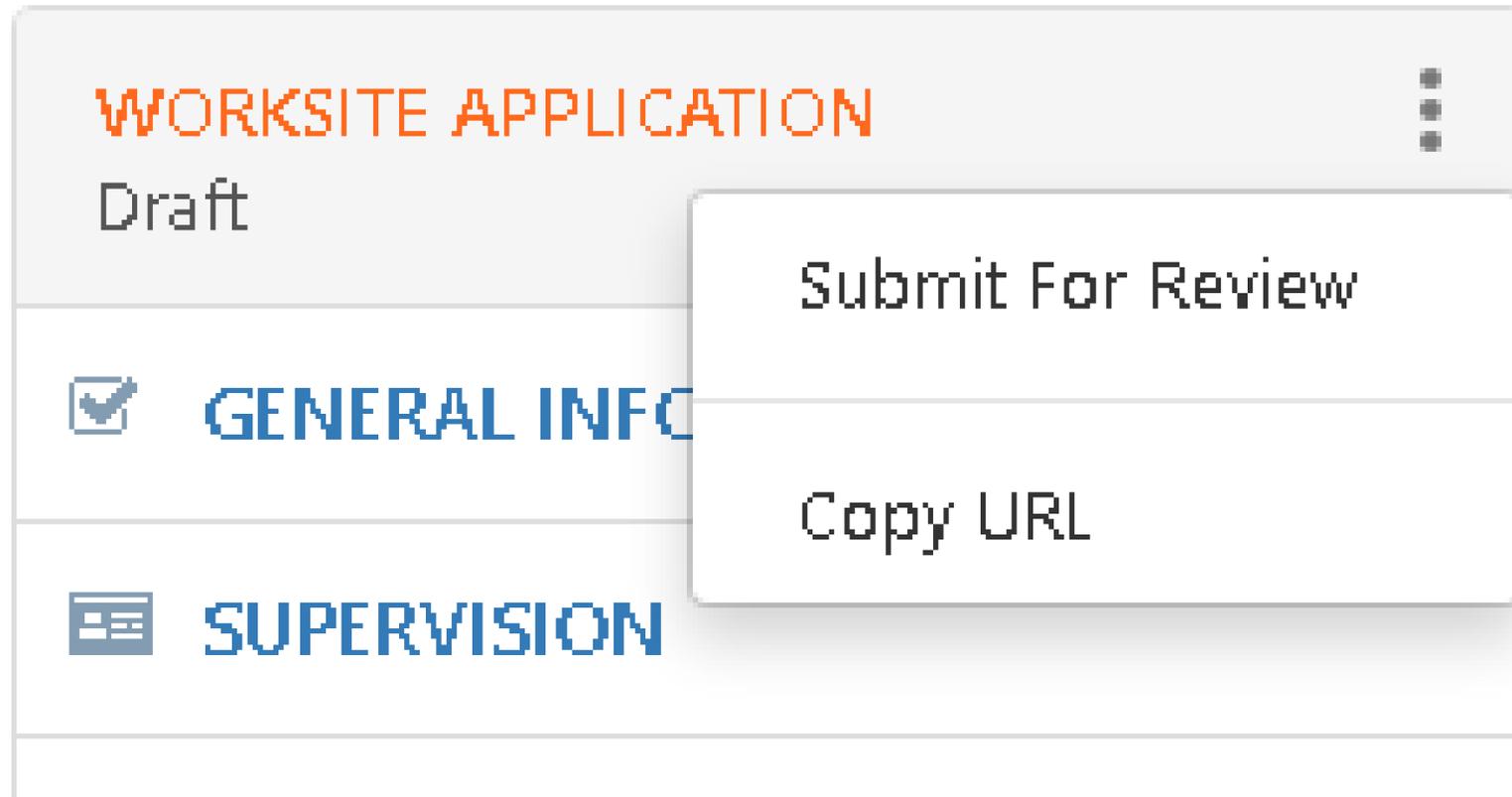
If selected to be a Worksite, I certify that:

- . The Worksite will fully provide the activity described in the Worksite Application and will provide supervision in the appropriate manner.
- . The Worksite will account for and certify Participants' time and attendance and will ensure that the hours reported reflect the actual hours worked.
- . The Worksite commits to being in compliance with all administrative requirements of the Program, as explained by the DYCD-0000074779.
- . The buildings, surroundings, and conditions at the location where Participants are to be assigned for in-person (whether full-time or part-time) will comply with all applicable laws, codes, and standards as well as standards set forth by DYCD.
- . The Worksite complies and will continue to comply with all regulations concerning prohibited activities of the State Department of Labor.
- . I understand the worksite may be monitored by DYCD, the State DOL, and any other City, State or Federal agencies in unannounced visits.
- . Pertinent to our participation in the Program.
- . I understand that, if the Worksite is found in violation of the Department of Youth and Community Development policies and procedures, or any applicable federal agency requirements, DYCD reserves the right to unilaterally terminate participation as a Worksite.
- . Each individual listed as a supervisor in the Worksite Application will attend training provided by the Provider and/or DYCD and will be a trained supervisor(s) not being permitted to supervise Participants.
- . Worksite has performed or will perform background screening for all staff members, including regular and/or volunteer staff, within the time frame outlined in the Worksite Handbook. Such background screening must include criminal history and employment history, while completing the screening. Based on the background screening, the Worksite will make a determination as to whether staff may properly and safely supervise Participants.
- . If any staff or managing personnel of the Worksite have been convicted of defrauding the City/State/Federal government or of obstructing an investigation.
- . The Worksite will immediately report to the Provider all incidents involving Participants which potentially impact the health, safety or well-being of Participants or which stem from or are related to the Program, in accordance with DYCD's Incident Reporting policy.
- 10. The Worksite will comply with all required worksite postings per federal, state, and local law (including but not limited to: Drug-Free Workplace Act; Sexual Harassment Postings; and Worksite Certificate of Approval).

Signature

Submitting the Worksite Application

Now that you have entered and uploaded all of the required information, its time to submit. Click on the three-dots icon at the top of the worksite application switchboard, and click “Submit For Review.”





Troubleshooting

Here you will find the answers to frequently asked questions and steps to assist you in completing some common areas of concern.

Employer Info

The CBO should be very careful when entering this information! The Employer name is READ ONLY. (It can be associated with another Provider or even worksite.) Its not a traditional data entry box but a lookup record. If a mistake is made (even in draft) CBO's will need to submit a ticket. When creating the ticket, ensure that subject should always contains **“Attn DYCD Connect Team WIOA Worksite Application Issue”** so that it is routed to the right place and resolved quickly.

Abraham Lincoln High School

General

Employer Name *	Abraham Lincoln High School	Sector *	--
EIN Number	--		
Website *	--		
Miscellaneous	--	Industry	--

Address

2800 Ocean Pky

Room/Floor/Suite	--	Community District	13
Building Number	2800	City Council District	47
Street Name *	Ocean Pky	NDA	--
Borough *	Brooklyn	NTA	--
City *	Brooklyn	NYCHA Resident	<input type="checkbox"/>
State *	--	Town/Area	--
Zip Code *	11235	X-Coordinate	--
Country	--	Y-Coordinate	--
		Geo Code Date	--
		Assembly District	46
		PUMA	4018

1 credit QHST - Worksite Application - W

General

Application Type *	Worksite Application
Provider *	Samuel Field YM & YW
Employer *	1 credit QHST
Website	--
Sector *	Public
Are you a NYC Agency? *	No
Industry *	Educational Services
Worksite Name *	-- ←
Employer Code	P000000271

Worksite Name

WORKSITE NAME IS A NEW FIELD!

CBO's must enter a **Worksite Name** as an identifier for location. This entry can be the same as the Employers Name.

Job Titles

USING OTHER

When using **Other** as a Category, the Job Title must also be **Other**. Use the Duties & Requirements section to provide details of the Job Description.

New Job Title

SAVE + NEW

WSA JOB TITLE : INFORMATION

New WSA Job Title

Category *	Other
Job Title *	Other
Duties *	Assisting the Stylist with cleaning the Salon. Restocking products : are reminded of appointments.
Restrictions *	Refer to the SYEP Worksite Handbook for all guidance and regulat
Requirements *	Customer service oriented. Able to multitask and work independe
No. of participants request *	2

Active

Business Planning Practices

Please select a Site Type: *

Virtual

Are you an LGBTQ+ friendly employer interested in hosting participants?

Yes

Please confirm all youth will complete all assignments virtually and uniformly.

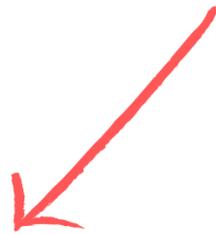


Please list the platforms required to complete virtual assignments. *

Zoom

Comments: Please include any additional details to be considered in your application.

N/A



Business Planning Practices

LGBTQ+ FRIENDLY EMPLOYER

DYCD seeks to highlight LGBTQ+ friendly employers and the opportunity to place our participants with them. This is a DYCD Required Question for all Internship sites.



Address

89-02 165th Street

Address Details

Room/Floor/Suite --
Between Streets / Cross street* **Jamaica Ave 165th Street**
Travel Directions (list closest train or bus)* **Q8,Q6,Q41,Q85**

Building Number **89-02**
Street Name* **165th Street**
Borough* **Queens**
City* **Queens**
State* --
Zip Code* **11432**
Country --

Address City Data

Queens, NY 11432

State

Adding the State Information to the Worksite Address.

Click the address box above, to display the Google recommendation. Select the address to populated address fields. The State will be entered upon refresh.

QUESTIONS & ANSWERS

