

SUMMER YOUTH EMPLOYMENT PROGRAM

Worksite FAQs



What is the Summer Youth Employment Program (SYEP)?

The Summer Youth Employment Program, also known as SYEP:

- is the nation's largest youth employment program, connecting NYC youth between the ages of 14 and 24 with career exploration opportunities and paid work experience each summer.
- works in connection with community partners (CBOs), also known as SYEP providers, who are responsible for serving as liaisons between the youth, the employers, and the Department of Youth & Community Development.

How long is the Summer Youth Employment Program?

SYEP is a six week program operating during July and August. Youth can work up to 25 hours per week during either Cohort A or Cohort B.

How old are youth that participate in the program?

Younger youth ages 14-15 participate in Project-Based Learning, and older youth ages 16-24 are placed at worksites.

How are youth selected to work in the program?

Applications can be submitted online or printed and submitted to participating SYEP providers. Selections are conducted by a computerized lottery system in efforts to ensure the selection process is fair.

Who is responsible for paying youth?

The NYC Department of Youth and Community Development is responsible for paying the youth that are employed through the program. Youth are paid NYS Minimum Wage and are covered for workers' compensation.

Who is responsible for placing youth at the worksites?

The SYEP providers are responsible for placing youth at the worksites based on the participants' age, skills, and interests and the requirements of the job/internship. Please discuss in detail with the SYEP provider(s) you select.

Can the worksite representative pick the youth for their worksite?

The youth are selected through the online system, and therefore the youth cannot be pre-selected

Additional questions? Contact your provider or call Community Connect: 1-800-246-4646

SUMMER YOUTH EMPLOYMENT PROGRAM

Worksite FAQs



by the worksite.

Is there a screening process to ensure youth are ready to work?

SYEP provides all of its participants with a six-hour orientation prior to placement with a worksite. This orientation provides youth with key rules and regulations of the SYEP program as well as real-world workplace readiness skills for future employment opportunities. The orientation also includes sexual harassment training and financial literacy curriculum.

Is there any additional support provided to the worksite staff throughout the program?

Once the worksite application has been completed and approved, the SYEP provider will contact the worksite representative to review the application and discuss any special requests the worksite might have. The worksite will be scheduled for an orientation (which is mandatory to participate in the program) before the participants begin work placements. SYEP providers strive to ensure the lines of communication are open to assist the worksite representative, and with the help of an assigned monitor for each worksite, every effort will be made to ensure your experience as a SYEP worksite is an impactful one.

How can I apply to participate in the Summer Youth Employment Program as a Worksite?

You can contact a participating SYEP provider listed on the DYCD website, and begin a Worksite Application at worksiteportal.nycsyep.com.

How do I know if my business or organization is eligible for consideration as a worksite?

Employers who apply to become a worksite are not guaranteed participation in the program. Selection as a worksite is at the discretion of DYCD and the SYEP provider.

All worksites must meet one or more of the following criteria and remain in compliance with federal, state, and local laws and licensures to be eligible for consideration:

- Is a registered proprietorship in your county
- Holds Articles of Organization certifying a limited liability company
- Has a Federal tax ID or EIN
- Is a section 501(c)(3) registered non-profit organization

What are my responsibilities as a worksite supervisor?

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SUMMER YOUTH EMPLOYMENT PROGRAM

Worksite FAQs



Worksite supervisors are responsible for assigning age-appropriate tasks, providing constant supervision, approving timesheets, and ensuring a safe and supportive work environment. Supervisors should also encourage other forms of professional development, mentorship, and workplace learning in addition to day-to-day tasks.

What types of work are prohibited for participants?

For a complete list of comprehensive guidance on prohibited work activities, please review the [DYCD Workforce Connect Worksite Handbook](#). Examples include: SYEP participants cannot conduct any work that replaces that of a full-time or union staff member. They may not work with potentially dangerous objects that can only be handled by a trained employee. They are also prohibited from serving alcohol, tobacco, or cannabis.

Will there be visits to my worksite?

Yes, your provider will conduct a pre-assessment visit when you submit an SYEP worksite application and will also conduct weekly visits throughout the program. DYCD staff may also visit the worksite.

I submitted a worksite application. What is the approval process?

After you complete the SYEP worksite application, your provider will review your application, conduct a pre-assessment visit, and ensure your site meets all eligibility guidelines. Approval as a worksite does not guarantee that you will be matched with program participants, as placements are determined by participant interest, age, availability, and location.

I have submitted my worksite application but have not yet heard back from my selected provider(s). Is there anything else I need to do?

If you have already submitted your worksite application, there is no other action you need to take. Your provider will reach out with updates or to request additional information or clarification.

What if my worksite operates in a private residence?

In-person workspaces must be located in a professional office or commercial workspace. The only exception is for private residences that are leased out or owned by your business or organization and to which you have sole access. For example, if you are a childcare employer, you are permitted to operate in a private residence if your organization has sole access to the space, the space is properly licensed, and it is not used for any non-work purposes.

SUMMER YOUTH EMPLOYMENT PROGRAM

Worksite FAQs



Any offices operated within a private residence must comply with applicable New York State and local regulations regarding workspace size, safety, accessibility, and business use.

What should I do if I receive an error message in my Worksite Portal?

If you are unable to log in to the Worksite Portal, first verify that you are using the same email address associated with your NYC.ID account and on file in your worksite application. City employees should always use their official agency email addresses when accessing the system.

If you encounter a "**Server Error in '/' Application**" message (typically displayed as a yellow error page with technical code), this may be due to a high volume of users accessing the portal at the same time. If this occurs, please:

- Close your browser tab and try again after a few minutes, or
- Clear your browser's cache and browsing history, then open a new browser window and log back in.

Please note that some sections of the portal, such as Evaluations, may appear unavailable if they have not yet been activated for the current stage of the program. These features will become accessible when needed.

For additional guidance on navigating the Worksite Portal, please review the [Worksite Portal training video](#).

What should I do if a participant is injured while working?

If a participant is injured while working, the worksite should first ensure the participant receives appropriate medical attention and follow any applicable emergency procedures. You must then notify your provider as soon as possible and no later than 24 hours after becoming aware of the injury. Serious injuries and any incident involving Emergency Medical Services (EMS) should be reported immediately.

Participants are covered by a workers' compensation insurance policy administered by the Mayor's Office of Operations, and prompt reporting is critical to ensure claims can be processed appropriately. The provider will supply the necessary documentation and guidance for reporting the injury and completing any required incident reports.

If the worksite is unable to reach its provider immediately, the incident should be reported to DYCD through Community Connect at 1-800-246-4646.

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SUMMER YOUTH EMPLOYMENT PROGRAM

Worksite FAQs



Can participants work weekends or evenings?

Yes, if permitted by program rules and local labor laws, [youth labor laws](#), and any required provider approvals.

What should I do if a participant does not show up for work?

Contact your provider immediately. Do not assume the participant has withdrawn from the program. Providers are responsible for participant follow-up, attendance tracking, and determining next steps.

Can I take my participants on trips and field visits?

Yes, if you have recorded your field trips in the worksite application, notified your provider in advance, and received approval.

Are trips outside of New York State permitted?

Trips outside of New York State are permitted as long as are part of the participants' approved roles and responsibilities, properly supervised, and approved by your provider prior to the trip.

What if we do not have access to our worksite's summer location until end of June?

If your worksite will be relocating for the summer and will not have access to its summer location at the time of the pre-assessment, the provider will conduct the pre-assessment using your worksite's current location and gather as much information as possible about the summer site, including the address, anticipated workspace setup, supervision plan, and participant duties.

Once the summer location becomes available, the provider will coordinate with you to conduct a follow-up visit or verification. Please communicate any anticipated location changes to your provider as early as possible. If the information is not confirmed by the start of the program, assessments cannot take place and the site will not be eligible for participant placements.