



2021 EARN & LEARN
COMMUNITY WORK EXPERIENCE
WORKSITE APPLICATION INFO SESSION
MARCH 17TH & 18TH 2021
APRIL 1ST, 15TH, & 29TH 2021
MAY 6TH 2021
PRESENTED BY: BRIAN FOLEY
& ROMELL GREER

EARN & LEARN – COMMUNITY WORK EXPERIENCE

- EARN & LEARN matches Milwaukee County youth to community partner work sites.
- Select a diverse group of public sector, non-profit community and faith-based organizations and businesses to provide meaningful career and employment opportunities for Milwaukee youth ages 14 to 24.
- Entry level work is important for building a resume and for young people to become familiar with workplace norms.
- Work sites benefit from subsidized employees.
- The employees benefit from developing job skills, taking pride in earning a paycheck, and exploring career pathways.
- Thank you for your interest in helping to develop the workforce of tomorrow!

DISCLAIMER

- Due to current funding projections, the size of the summer program has not been determined as of yet.
- It may still be several weeks before we receive the budget decisions that will determine the total number of slots for this summer.
- The availability of slots will be based on the total number of slots we will have for the summer.

TIMELINE

Monday, March 8, 2021	
	EARN & LEARN Work site Application issued
Friday May 7, 2021 Time: 4:00 p.m.	Completed applications must be received no later than 4:00 p.m.
TBD	Applicants notified of decision/number of slots
Wednesday, June 2, 2021 Time: 10:00a.m. NEW Applicants or Thursday, June 3, 2021 Time: 10:00 a.m. Returning Applicants	Agency supervisor technical assistance training (mandatory)
Monday June 21, 2021	Summer work begins (No orientations prior to this start date)
Friday, August 6, 2021	Summer cycle ends

TIMELINE (CON'T)

Work site Application

Monday, March 8, 2021

Online Worksite Applications Released

Friday, May 7, 2021
By: 4:00pm

Online Worksite Due in Addition to the Proof Documents

Proof Documents

Submitted via email to Toni

White at

toni.white@employmilwaukee.org

kee.org

- Guidelines and Regulations
- Affirmative Action Certification
- Certificate Regarding Debarment-Suspension-Ineligibility and Voluntary Exclusion
- Conflict of Interest
- Worksite Agreement and Liability Insurance

TECHNICAL ASSISTANCE TRAINING

If you are selected as a work site, it is mandatory to attend one of the two options for Technical Assistance Training:

- June 2, 2021 for New Applicants 10am via Zoom
or
June 3, 2021 for Returning Applicants at 10am via Zoom
- Who should attend? The day-to-day *supervisors* who will actually be with the youth workers.
- This is where the worksite is trained in Earn & Learn program requirements, including:
 - Supervision requirements.
 - Timesheet requirements.
 - Payroll schedule.
 - Trouble-shooting & strategies for success.

WORKSITE REVIEW CRITERIA

- Organization Description
- Demonstrated past performance working with youth
- Quality of the proposed youth work experience
- Program Supervision
- Adequate organizational capacity to implement the program
- Minimum of fiscal soundness and proof of adequate insurance

PROGRAM POLICIES AND GUIDELINES

- **Priority Hires**

If a youth submits an application and they are slated to be placed, we can then work with placing them at a particular work site.

Youth worker applications are released to the public on Monday, March 15, 2021.

- **All Priority Youth need to have a complete application submitted by April 30, 2021.**
- **General population applications are due by Saturday, May 8, 2021.**

**Send your priority list by 4/23/2021 to:
shana.anderson@employmilwaukee.org**

If an agency cannot take youth from the general public, we need to know that at time of submitting the application.

PROGRAM POLICIES AND GUIDELINES CONT'D

- **Eligibility Requirements for Youth**

Earn & Learn employs youth ages 14-24 years old.

- **Program Restrictions**

- Work experience must not be sectarian, political, union or anti-union in nature
- Participant involvement in activities such as auditions for choirs, theatrical, musical groups or recreational activities are not permitted

- **Participant Career Development Workshops**

- Youth will be required to attend Employ Milwaukee sponsored Career Development workshops on designated days during the summer (contingent upon funding approval).

- **Supervision**

- Must have a designated adult supervisor involved throughout the duration of the program. This position will not be funded by Employ Milwaukee.

- **Project Duration**

- Youth Employment may begin on or after June 21, 2021 and conclude by August 6, 2021.

DETERMINING NUMBER TO REQUEST



- As you determine the number of slots to request in your application, please give extensive consideration to your ability to effectively supervise that number of youth and coordinate with them regarding time sheets, attendance, daily work assignments, etc.

APPLICATION SUBMISSION GUIDELINES

■ General Instructions

- Online Applications will be evaluated based on information submitted in the Application. Failure to respond to each of the requirements in the application may be the basis for not approving the Application. Late Applications will not receive consideration.

■ Employ Milwaukee Sectarian Policy

- Employ Milwaukee welcomes faith-based organizations with the understanding that no federal funds can be spent on religious or sectarian activities. (Sectarian Policy)

■ Submission of Online Applications

- Applications submitted must be completed online (Part 1) and via email (Part 2) for support documents.

- Completed Online Applications and proof documents must be received at the Employ Milwaukee office by 4:00 p.m., on Friday May 7, 2021

APPLICATION SUBMISSION GUIDELINES CONT'D

■ Evaluation of Applications

- All completed Applications will be reviewed and approved/denied by an evaluation team.

■ Application Organization and Format

- Please note that sections have changed to be formatted for online submission from past years' application requirements.

- Online Applications have been organized with the following headings and presented in the same sequence:

Page I – Your Business Information

- COVID-19 Planning Questions

Page II – Participant Job Information - no more than 3 job titles

Page III – Worksite Application Questionnaire

Page IV – Document Uploads

APPLICATION ORGANIZATION & REQUIRED ELEMENTS

- **Contents of a completed application:**

- Submit and Digitally Sign Online Application

- Note: Once you hit submit, the page may take a few seconds to redirect you to sign digitally. Next, you will receive a confirmation email that the submission was successful.

- To complete the online submission, you must upload:

- Proof of Financial Stability
- Proof of Tax-Exempt Status (if applicable)
- Proof of Current Liability Status

- Once completed, please submit the following proof documents to Toni White via email at toni.white@employmilwaukee.org:

- Guidelines and Regulations
- Affirmative Action Certification
- Certificate Regarding Debarment-Suspension-Ineligibility and Voluntary Exclusion
- Conflict of Interest
- Worksite Agreement

NARRATIVE RESPONSE: ORGANIZATION DESCRIPTION

- Note: Items may not be listed in chronological order, however, these are the items we are looking to evaluate
- Organization Information
 - 1) Check your business type and industry sector (if applicable)
 - 2) # of full-time employees
 - 3) Years in existence
 - 4) COVID-19 Planning

NARRATIVE RESPONSE: SUPERVISION

- Describe how you plan to provide adequate supervision to the youth workers. What is your ratio of youth workers to staff supervisors?
- Provide a brief description of key supervisory staff, including their experience & education. Do not attach resumes. Include how many youth workers each staff person will supervise.
- Describe your process for problem solving issues with youth, including strategies for working with youth whose attendance or performance drops off.

NARRATIVE RESPONSE: SUMMER YOUTH WORK DESCRIPTION

- **Summer Youth Work Description**

1. What is the total number of participants requested?
2. Describe the specific program or area of your organization where the workers would be assigned, including work environment. What tasks and job responsibilities will the workers have?
3. Is this an outdoor worksite? If you have an outdoor worksite, please detail your Inclement Weather Plan, including how youth workers are notified of changes (2-4 sentences). Your plan should prevent poor weather from reducing youth employment hours.

NARRATIVE RESPONSE: SUMMER YOUTH WORK DESCRIPTION, CONT'D

Each summer work experience should include work-based learning/skill building and career exploration.

- Acceptable to focus on this for a portion of 1-2 days of otherwise normal work.

Possible examples:

- Host a discussion group on a relevant topic
- Guest speaker(s)
- Job skill training
- Tour local business or college
- Job shadow someone in your business or elsewhere
- Share information about local opportunities

NARRATIVE: EXPERIENCE & CAPACITY

- If your organization has been a worksite in the past, describe the number of youth referred to you for work and the completion rate. Describe your experience as a past E&L site, including any challenges you may have overcome. What do you think the youth learned from the experience of working at your site that will be valuable in their future employment?
- If your organization has not been a worksite in the past, please describe any previous experience that would prepare you to become a worksite for youth workers, including any relevant challenges you may have overcome. What aspects make you an excellent work site?

REMINDERS

- To have a completed application your organization MUST:
 - Submit and digitally sign the online application
 - These documents must be submitted online:
 - Proof of Financial Stability
 - Proof of Tax-Exempt Status (if applicable)
 - Proof of Current Liability Status
 - Submit the following documents to Toni White via email at toni.white@employmilwaukee.org by 4:00 pm on Friday, May 7, 2021
 - Guidelines and Regulations
 - Affirmative Action Certification
 - Certificate Regarding Debarment-Suspension-Ineligibility and Voluntary Exclusion
 - Conflict of Interest
 - Worksite Agreement

SPECIFIC QUESTIONS:



- Please direct all specific questions in writing to the following email address:

toni.white@employmilwaukee.org

Toni White, Program Director

QUESTIONS ??????

