



YOUTH SERVICES DIVISION
2022 SCOPE OF SERVICES
YOUTH EMPLOYMENT: SUMMER YOUTH EMPLOYMENT PROGRAM
 Contract Term: April 1, 2022 through September 30, 2022

PROGRAM: SUMMER YOUTH EMPLOYMENT PROGRAM

DELEGATE AGENCY INFORMATION

PO Number			
Agency Name			
Agency Address			
City		Zip Code	

Program Contact Information		Executive Director Contact Information	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Fax		Fax	
Email		Email	

Fiscal/Finance Contact Information	
Name	
Phone	
Fax	
Email	

PROGRAM PROFILE

Program Name			
Program Model	Summer Youth Employment Program		
Address		Zip Code	
Healthy Chicago Equity Zone	<input type="checkbox"/> Far South <input type="checkbox"/> Northwest <input type="checkbox"/> Near South <input type="checkbox"/> Southwest <input type="checkbox"/> North/Central <input type="checkbox"/> West		
Community Area		Ward	
Program Funding		Program Slots Funded	
Total number of weekly program hours			



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Description of Program

Provide a brief narrative statement of this program, including the scope of services, target population, problems addressed, and anticipated outcomes. Please include coordination and referral sources with other partners. This section is expected to describe the program at full operational capacity.



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Target Population

The Summer Youth Employment Program serves youth ages 16-24 who reside in Chicago and are seeking employment or specialized training programs during the summer. Agencies will be responsible for recruiting and enrolling 50 percent of the youth into SYEP. DFSS will provide the other 50 percent of enrolled youth through the lottery from the citywide application portal with prioritization given to youth who are in the underrepresented populations as described below. Out of the total enrolled youth, recruited by either the agency or citywide lottery, **at least 50 percent of youth participants per agency must identify with at least ONE of the following underrepresented populations outlined below:**

- Individuals with disabilities (i.e., physically impaired, visually impaired)
- Individuals attending high schools that are categorized as Level 2, Level 3 or Options High School based on the current Chicago Public School Quality Rating Policy (SQRP) (<https://www.cps.edu/about/district-data/metrics/accountability-reports>). DFSS will assign the schools and facilitate the linkage agreements to awarded Respondents to ensure they enroll youth from these schools.
- Individuals who are English as a Second Language learners
- Individuals that are experiencing homelessness/unstably housed
- Individuals placed in the foster care system
- Individuals who are justice involved (i.e., parole, probation)
- Opportunity youth defined as out of school and out of work

Recruitment and Referral Sources

Agency will recruit youth attending high schools that are categorized as Level 2, Level 3 and Options high schools. Agencies will participate in recruitment events onsite and partner with school personnel on attaining referrals. In addition, DFSS will facilitate collaborations with stakeholders from institutions such as Child Welfare agencies, Chicago Public Schools, Chicago Police Department, Parole and Probation departments, homeless services providers, community-based organizations, faith-based organizations, and mental health organizations that provide wrap around services for youth and their families.



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Please provide a summary of your Recruitment Plan and Referral Sources for the Healthy Chicago Equity Zone you are targeting.

Work Sites and/or Training Program

*List the name of your agency and/or partners and address(es) where youth employment placement and training programs are provided, including the estimated number of youth to be served at each site. Note: All the work sites and training programs must be entered in Cityspan YES prior to the start of the program. If this is still pending, include your agency site with your contracted enrollment. **At the end of the summer, DFSS will pull the Employer Report to confirm the work sites and training programs and number of youth at each site.***

Site Name	Address	Number of youth to be served at this site	Work site or training program	Days of Operation Mon. – Fri. (If applicable, list weekend days)	Hours of Operation (If applicable, list weekend hours)



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Training Curriculum:

Please provide a summary of your training curriculum



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SECTION A – GOALS AND OBJECTIVES

Program Goals

The goal of the Summer Youth Employment Program (SYEP) seeks to provide youth employment or specialized training program to Chicago youth ages 16-24 by exposing them to various public and private sector industries, job placement, building financial capability, and training to help young people increase their self-efficacy, gain work experiences and 21st century skills needed to succeed in today's and future economy. Through the program, youth will gain valuable job training, career advising, and real-world work experience while being connected to caring adults.

The Youth Employment Portfolio seeks to provide the right resources at the right time for the right youth. Many youth are seeking employment or training during the summer to gain work experience and broaden their personal skillset. In recent years, funders and service providers alike have recognized the importance of youth employment as it enhances leadership skills, promotes professional development, and increases financial capability. DFSS seeks to maximize the availability and access to meaningful leadership and job opportunities for Chicago's youth to provide them with 21st century skill-building and keep them learning all year long.

SECTION B – PERFORMANCE MEASUREMENT

Performance Indicators: To track progress toward achieving this goal and assess the success of the program, DFSS will monitor a set of performance indicators that may include but are not limited to:

	OUTCOME	INDICATOR (S)	DATA COLLECTION METHOD
1	100% of youth will demonstrate change in financial behavioral	Demonstrate banking and savings skills to establish financial stability.	Youth will complete the Financial Literacy Playlist on MyCHI. My Future. Praxis will provide a survey at the end of the program and share the agency level aggregate data with the delegate agency.
2	100% of will demonstrate work readiness skills for continued employment	Enhanced self-esteem and self-confidence.	Youth will complete the Work Readiness Playlist on MyCHI. My Future. Praxis will provide a survey at the end of the program and share the agency level aggregate data with the delegate agency.
3	40% of youth will secure long-term employment after the summer	Demonstrate employable, work readiness skills for longer term employment placement.	Agency will track youth and submit the OSC Final Report capturing the long-term employment goals after the summer.



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To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:

- 100% of target youth will be recruited and enrolled in the program by agency via Cityspan YES
- 50% of youth will meet the target population criteria and be enrolled by agency in Cityspan YES
- 100% of youth will be placed in employment or attend a training program identified by the agency and youth and entered by agency in Cityspan YES
- 95% of youth will complete the entire six-week program and attendance will be entered by agency in Cityspan YES
- 100% youth will be paid on time by agency's payroll system
- 80% of youth will sign up for Direct Deposit by agency's payroll provider
- 75% of youth report a positive relationship with an instructor or coordinator in their program captured by Praxis survey which will be administered by Praxis and agency
- 100% of youth complete the workforce preparation training via My CHI. My Future
- 100% of youth complete the financial literacy training on via My CHI. My Future

Data Reporting

As part of DFSS's commitment to becoming more outcomes-oriented, the Youth Services Division seeks to actively and regularly collaborate with delegate agencies to review program performance. DFSS will regularly review data to actively manage each contract toward the achievement of desired outcomes. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results. DFSS reserves the right to request/collect other key data and metrics from delegate agencies, including client-level demographic, performance, and service data, and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract. DFSS will be sharing aggregate delegate data via Cityspan YES reports for enrollment, time -sheet report, employer report and eligibility on a weekly basis. Reports may be shared with City Council, posted on our website or other public facing entities to ensure transparency.

Upon contract award, delegate agencies will be expected to collect and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS. Delegate agencies must implement policies and procedures to ensure client records privacy and confidentiality for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at:

https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html.



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Uses of Data

DFSS reserves the right to request/collect critical data and metrics from delegate agencies, including client-level demographic, performance, and service data, in a format specified by DFSS. Delegate agencies will be expected to collect and share data with DFSS according to the format, frequency, and submission protocol specified by DFSS. Delegate agencies agree to make reasonable efforts to collect additional data related to performance as requested by DFSS. DFSS reserves the right to use data related to delegate agency performance, including but not limited to data submitted by the delegate agency for the following:

- a) To review program performance and develop strategies to improve program quality throughout the term of the contract.
- b) To guide DFSS program development, evaluate programs, inform policies, and inform contract decisions such as payment rates, contract extensions or renewals, and evaluation of proposals by the delegate agency in response to any future solicitations by DFSS for goods or services.
- c) Any other purposes identified by DFSS.

Human Resources Compliance

To create efficient systems to support agency compliance of contracts, delegates will provide HR documentation in a Staff Compliance database for program staff associated with DFSS funded contracts within 30 days of completion/clearance. The documents required are listed below:

- Mandated reporter certificate: Yearly certification
- Fingerprint Background Check: Renewable every 5 years

Meetings

Meetings and Trainings

Each delegate agency will be expected to participate in regularly scheduled meetings and trainings in preparation for One Summer Chicago. **Delegate agencies are required to participate in these meetings and trainings at the Executive Director and Program Director levels.** In these meetings and trainings, delegate staff will participate in a shared learning experience that features discussions of youth employment issues, best practices in youth employment, staff professional development, cultivation of professional and personal networks, support around data use and analysis, and training on City of Chicago processes and procedures. **Agency attendance at these meetings and trainings are mandatory** for the agency's Executive Director, Program Director, and other key program staff.

Compliance and Underperformance

In the event of an agency being in non-compliance and/or under-performance at the end of the program, (as deemed appropriate by the DFSS Program Manager/Director), the delegate agency will meet with the Youth



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Employment team and will be placed on a Performance Improvement Plan (PIP) to track how they will improve performance by the next program year.

SECTION C – CORE ELEMENTS

Program Requirements

Youth Employment or Training Payment and Schedule

The Summer Youth Employment Program will operate from July 5th through August 12th providing youth an hourly wage of \$15 an hour for 20 hours a week of employment or training during the summer. Agencies must maintain general liability insurance and Workman’s Compensation coverage for all youth participants. They must provide youth participants with tax forms at the end of the calendar year. Youth participants must complete the Form I-9 and Form W-4. Agencies must respond to inquiries or issues from youth participants relating to payroll during the program period. Agencies must report any payroll issues immediately to DFSS.

Data reporting and use

Reliable and relevant data is necessary to create a shared understanding of performance trends, ensure compliance, evaluate program results and performance, and drive program improvements and policy decisions. As such, DFSS reserves the right to request/collect critical data and metrics from delegate agencies, including client-level demographic, performance, and service data, in a format specified by DFSS. Delegate agencies will be expected to collect and share data with DFSS according to the format, frequency, and submission protocol specified by DFSS. Delegate agencies agree to make reasonable efforts to collect additional data related to performance as requested by DFSS.

Data entry

Agencies are responsible for entering youth and program information into the Cityspan database system (<https://www.youthservices.net/chicagoyes>)

- Data entry includes but is not limited to youth enrollment and daily youth attendance, which is required bi-weekly. Agencies are strongly encouraged to enter attendance weekly in Cityspan YES.
- Reporting includes but is not limited to Cityspan YES generated reports, final program reports and additional reporting when applicable.
- **Use of the database system is a contract requirement. Failure to maintain accurate information in the database may impact future funding.** DFSS will provide training and technical assistance on the use of Cityspan YES. Agencies are required to attend Cityspan YES trainings.

Program Staff

Agencies are responsible for entering staff contractual certification documentation into the Cityspan database system (<https://dfsstaff.cityspan.com/>).



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Youth Coordinators and/or Instructors must:

- Have completed a Federal Fingerprint Background check, online Mandated Reporter Certificate, and Mandated Reporter Acknowledgement Form prior to employment start date. The Mandated Reporter Certificate training should be conducted yearly. This documentation must be current and entered in Cityspan for verification prior to the program start date. **Staff/volunteers cannot work with youth until background checks are completed. Staff and volunteers can only work with youth in the presence of a staff person who has a cleared Federal Fingerprint Background check. Background checks are required every five years from the date of initial background check.** They should be positive, enthusiastic, civic minded individuals with connections to both their community and the world outside their community. Youth coordinators and instructors will ensure learning objectives are met for the overall program while also providing individual and group support, instruction and coaching to youth participants in a culturally competent environment. Duties also include administrative functions such as entering time into Cityspan YES and ensuring the completion of My CHI. My Future. workshops and the OSC Working Impact Assessments post program survey by all your youth.
- Participate in DFSS-sponsored professional development trainings and meetings. These professional development trainings and meetings will provide delegate agencies with a shared learning experience; that features discussions of pertinent youth employment issues/challenges, best practices in youth employment, and youth development fields. Staff professional development, support around data use and analysis, cultivation of professional and personal networks, and training on City of Chicago processes and procedures. **Professional development training and meetings occur during the months of April through June, and attendance must include Executive Directors, Program Directors, and other key program staff.** DFSS will host additional professional development trainings for the Youth Coordinators and/or Instructors in June.

Programmatic Changes

Agencies are required to notify the DFSS Youth Employment Youth Services Coordinator and the Director of the Youth Employment Portfolio of any changes to staff, facility, facility location, or work plan in writing within seven (7) business days of the change. These changes must be updated in Cityspan within seven (7) days of the change.

Program Written Procedures

Agencies are required to have a written procedure for identifying and reporting suspected child abuse or neglect. Agencies must also have written emergency procedures for a lost child and major/minor injuries and written safety/facility evaluation procedures. Staff should be trained on these procedures.



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Program Close-Out Procedures

DFSS Close-Out Procedures must be followed if a DFSS-funded agency program is closing for any reason.

Cross-service area Coordination

DFSS is interested in new strategies to improve coordination across service delivery siloes to better support families. As such, DFSS reserves the right to convene cross-service-area collaboration efforts with delegate agencies to serve high-need populations better.

Eligibility

- Youth must provide proof of Chicago residency (Chicago Public Schools I.D., State Identification card, Driver's License or Government Issued ID).
- Youth must be 16 years old by the start of the Summer Youth Employment Program.
- Proof of a valid Social Security Card.
Note: Agencies may accept Individualized Tax Identification Number (ITIN), if it is allowed within the agencies' policies and procedures under Corporate funded agencies only.
- A signed release form, emergency contact and photography, social media & video form. If under the age of 18, parental/guardian signature required.

COVID Vaccination

The health and safety of young people is our top priority. Delegate agencies are strongly encouraged to have youth participating in their programs vaccinated prior to starting their summer employment opportunities as many work sites, including the City of Chicago buildings, require individuals to be fully vaccinated before starting their job. Delegate agencies should participate in vaccination events, remind youth to get vaccinated throughout the application/onboarding process and provide information on where youth can be vaccinated before the start of the program, July 5th.

This program adheres to the requirements of 31 C.F.R. §35.6. In compliance with these requirements, the program has policies and procedures in place to ensure that all youth will qualify as directly and/or disproportionately impacted beneficiaries and does so in one of the following ways:

- Individuals with disabilities (*i.e. located on OSC online application*)
Youth must attend DFSS identified high school that are ¹high poverty and fall under the Level 2, Level 3 or Options High School based on the current Chicago Public School Quality Rating Policy (SQRP) (<https://www.cps.edu/about/district-data/metrics/accountability-reports>) (*i.e. located on OSC online application*)

¹ High Poverty rationale is defined as high schools who meet 50% of the Free and Reduced-priced meal.



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- English Second Language (ESL) (*i.e. located on OSC online application*)
- Foster Care (Group home) (*i.e. self-attestation, located on OSC online application*)
- Homeless/Unstably housed (*i.e. self-attestation, located on OSC online application*)
- Involved with justice system (*i.e. self-attestation, located on OSC online application*)

Additional documentation for the file folder:

- Summer Youth Employment Program Checklist
- A printed copy of the OSC Application
- A signed agency consent form, release of information form, emergency contact and photography, social media & video form. This can be a combined form. If under the age of 18, parental/guardian signature required.
- Payroll documents for participant wages (*see OSC checklist*)
- Proof of Age (*see OSC checklist*)
- Proof of Chicago residency (*see OSC checklist*)
- Proof of Identification (*see OSC checklist*)
- Proof of a valid Social Security number (*see OSC checklist*)
- Selective Service Verification (*required for males 18 and over for ARP funded agencies only*)

SECTION D – PAYMENT STRUCTURE

Method of Payment

Agencies should be aware that the City will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Agencies must be able to proceed with program operations upon award notification. **Vouchers must be submitted 15 calendar days after the end of the month in which services were performed.** Failure to submit timely vouchers could result in nonpayment.

Expenditure Rate

Agencies are required to voucher minimally on a monthly basis via eProcurement. Agencies are encouraged to submit vouchers based on youth and staff payroll to ensure cash flow to the agency. Agency staff is expected to attend vouchering training and, if needed, is expected to meet the **September 1st budget revision deadline**. The table below illustrates what percentage of the awarded grant should be expended quarterly. Note that agencies can only bill for personnel if they have submitted documentation that shows employment and training has the enrollment and attendance numbers to support submission.

1ST Quarter (April – June): 20%

2ND Quarter (July – September): 80%



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Bus Cards and Gas Cards Documentation

Agencies will administer bus cards to the participants in accordance with the designated budget during the program youth participants’ employment placements. Agencies must maintain a hard copy of the weekly bus log with the participant’s signature and bus card number. Agencies must provide a bus card or ensure the bus card is loaded with transportation for round-trip travel to work site. Ensure to provide supporting documentation such as receipts and bus logs to DFSS Finance Unit as a part of the voucher. If the bus log documentation is not maintained, it will be a disallowed cost to the assigned delegate agency. ***Only exception, if youth participants drive their own vehicles, they can provide a gas card if the agency maintains a hard copy of a gas card log with the participant’s signature and gas card number.***

If gas card log documentation is not maintained, it will be a disallowed cost to the assigned delegate agency. Review the Acknowledgement of the Gift Card and CTA transit card Policy (***see attachment***)

SECTION E – SUBMITTAL AND APPROVAL

ACKNOWLEDGEMENT

PROGRAM MODEL: SUMMER YOUTH EMPLOYMENT PROGRAM

Agency Name: _____

Agency PO #: _____

By checking this box your agency certifies that it has read and understands Sections A, B, C, and D of this document.

a) Executive Director signature	
b) Name (typed)	
c) Date submitted	
d) DFSS Managing Deputy Commissioner of Programs	
e) Name (typed)	Frankie Shipman-Amuwo
f) Date approved	4/1/2022

*** This document must be printed in portrait format and single sided only**