

The Northwest Regional Workforce Investment Board

Request for Program Narratives

Connecticut Youth Employment Program 2026- 2027

Summer program- July 1, 2026 – August 21, 2026

Year-Round program- September 15, 2026 – June 30, 2027

Background:

The Northwest Regional Workforce Investment Board (NRWIB) is a private, non-profit serving the employment and training needs of residents and from the 41 cities and towns which comprise the Northwest corner of Connecticut. The Board is desirous of seeking qualified vendors to operate the Connecticut Youth Employment Program beginning July 1, 2026.

Purpose:

NRWIB is seeking qualified vendors to operate a youth employment program for eligible youth between the ages of 14 and 24 in the region. SUMMER-the program may consist of at an intensive six-week summer program. Programs must be work experience in nature, as further described in the Scope of Work section of this document, that shall begin no sooner than July 1, 2026. The program will end no later than August 21, 2026, for an average of 20 hours per week. A Year-Round component of the program will be considered with funds remaining at the end of the summer portion consistent with the programming offered during the summer or may be revised with the consent of that Northwest Regional Workforce Investment Board.

Scope of Work:

Summer Employment Activities:

The Contractor shall provide career development focused work experience programs during the months of July and August. These include the following activities that can be delivered remotely, in person, or in a hybrid environment:

- Career Development Activities and Work Experience:
 - Defined as career exploration, job shadowing, pre-apprenticeship, entrepreneurship, leadership and career development, mentoring, financial literacy.
 - All activities can be paid according to local policy with the expectation that work activities are paid at minimum wage or higher.
 - Placement into a work site should consider the individual youth's interests or skills whenever possible.
- Supportive services:
 - Defined as support with transportation, food, substance use referrals, housing assistance, mental health referrals, childcare expenses, work supports (uniforms, tools, books), and other allowable supports.

Year-round Services: If there is funding remaining after the summer employment portion of the program is completed, the vendor may serve additional youth under a year-round program. This can include individuals who were served during the summer or new youth who have completed the application and are determined eligible.

Additional Services: The vendor is encouraged to employ summer program participants, focusing on youth aged 15 and older, when reasonably able to do so in order to inform or support the programming/service delivery throughout the year. Examples of where youth can be employed include but not limited to the

following: employed as mentors and coaches for youth employment participants; employed as employer engagement specialists; employed in youth employment program administration as needed and appropriate.

Qualified vendors must be able to demonstrate the ability to work collaboratively with young people and staff from the NRWIB to help area youth succeed in the workplace. This collaboration requires that vendors provide youth with a worthwhile **work experience program** that meets the basic personal and social needs and builds workplace competencies necessary for successful adolescent and adult life. Qualified vendors should have at least 4 years' experience in providing these services.

Worksite Agreements. Each subcontractor must have worksite agreements in place by the start of a work experience by a participant. The subcontractor must have time and attendance policies in place that address topics including:

- Time and attendance tracking policies and procedures related to defining hours of work, absences, tardiness, excused absences, and the impact on wages where applicable.
- Duration of employment.
- Payroll policy including how lost/stolen checks, unclaimed property, and worker's compensation, and policy on identifying authorized representatives to sign for checks as needed.

Mandated reporting. If the worksite assignment involves CYEP participants working with children, the worksite must have written guidelines and procedures in place regarding mandated reporting or suspected or possible abuse and/or neglect. Written policies to this effect must be distributed to contractor/vendor staff and work site supervisors who work with CYEP participants.

Terms and conditions:

All Requests for Proposals **must be submitted electronically** to: Genny.Fonseca@NRWIB.org. All proposals must be received no later than **4:00 PM, FRIDAY April 10, 2026**. **Electronic submissions must be sent in both Word and PDF format with the BUDGET sent in EXCEL to Genny.Fonseca@NRWIB.org** with the Subject Line- Response to CYEP 2026 RFP. A copy to Jalil.Shabazz@NRWIB.org is also required.

- The decision to approve and therefore subsequently implement any and all requests for proposals by this office will carry with it the requirement that **SUBGRANTEES MUST NAME THE NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD AS THE SOURCE OF FUNDING IN ANY AND ALL PUBLICITY DENOTING PROGRAM OPERATIONS.**
- **Funds are subject to Notice of Funds Availability released by the State of Connecticut through the Department of Labor**
- **Selected Vendors will be responsible for assuring that all youth assigned to them have completed the application process, including the submission of ALL required documentation. (Page 7)**
- **IMPORTANT: Please be aware that funding for the program has not yet been finalized**

Questions and Proposers Conference:

The NRWIB will conduct a Bidders Conference on Wednesday February 25th, 2026, at 10:00am via ZOOM.

NRWIB staff will be on hand to review the application and answer any questions regarding this RFQ. All proposers are asked to thoroughly READ ALL INSTRUCTIONS PRIOR TO THE CONFERENCE.

Northwest Regional Workforce Board is inviting you to a scheduled Zoom meeting.

Topic: NRWIB- CT Youth Employment Program 2026 Bidder's Conference

Time: Feb 25, 2026 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82480495465?pwd=KswsNc9RDoJbILdQAjeeV6BiA0xHQ.1>

View meeting insights with Zoom AI Companion

<https://us06web.zoom.us/launch/edl?muid=711572fd-136c-4922-b12b-215d971834d6>

Meeting ID: 824 8049 5465

Passcode: 630960

One tap mobile

+19292056099,,82480495465#,,,,*630960# US (New York)

+13017158592,,82480495465#,,,,*630960# US (Washington DC)

Join instructions

https://us06web.zoom.us/meetings/82480495465/invitations?signature=no-7EZ7hJ3H15e14MGpFF_UrJpAlglwEZsHt5sM5cQ

NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD
Connecticut Youth Employment Program PY 26-27
Period July 1, 2026 – August 21, 2026
Cover Page

Organization Name:	
Mailing Address:	
Contact Person:	
Contact Person's Title:	
Telephone:	
FEIN Number:	
DUNS Number:	
Fax Number:	
E-Mail Address:	

SIGNATURES:

Authorized Signatory: _____

Printed Name of Signatory: _____

Title of Signatory: _____

Date Signed: _____

Preparations for Request for Proposals- Summer

Program shall begin no earlier than July 1, 2026, and end no later than August 21, 2026

Program start date: _____ Program end date: _____

Proposed slots: _____

Contact person(s):

Name: _____

Title: _____

Phone: _____

Email: _____

Fax: _____

Hours of work for youth may be 20 hours per week at \$16.94 per hour. This is the new minimum wage in CT as of Jan 1, 2026.

Please note that 70% of program funding must be dedicated to the wages of the youth, 20% of program funding is dedicated to administrative cost and 10% of program funding is for support services for the youth.

All awarded contractors shall submit a copy of liability insurance to the Board prior to the program start date.

All sections noted in this RFP are required and must be addressed:

Program Abstract:

- 1. Please describe your basic program design for implementing a work experience program. As defined, work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Allowable worksites may be in the private sector, nonprofit sector, or public sector.**

Keep in mind that labor standards apply in any work experience where an employee / employer relationship exist; therefore, funds provided for work experience may not be used to directly or indirectly aid in the filling of a job opening that is vacant because of a labor dispute or work stoppage.

In your narrative, please detail the manner in which you intend to provide this work experience service. Also please list the worksites you intend to utilize for the work experience.

- 2. Identify the target group(s) who will be provided with services:**
- 3. Describe the selection and process utilized to assign participants to projects / worksites:**
- 4. Identify your agency's procedures for program monitoring:**

5. Time and Attendance procedure:

The subcontractor should have time and attendance policies to reconcile payments and address topics including:

- Time and attendance tracking policies and procedures related to defining hours of work, absences, tardiness, excused absences, and the impact on wages where applicable.
- Duration of employment.

Payroll policy including how lost/stolen checks, unclaimed property, and worker's compensation, and policy on identifying authorized representatives to sign for checks as needed

Describe your attendance policy addressing the following areas:

Days and Hours of Work:

Absences:

Tardiness:

Make up Time (if applicable) * scheduled makeup time cannot exceed more than half of a regularly scheduled work week. (i.e. if a student misses the entire week scheduled for 20 hours, the make-up time in any subsequent week cannot exceed 30 hours- 20 scheduled hours and 10 make-up hours.)

- THERE IS NO PAID TIME OFF OF ANY KIND. Wages are paid for hours worked.

Describe your process for recording and tracking attendance, provide a copy of sample time sheet that you will be using.

6. Describe the process you will be using for payroll and Check payment procedure.

**Connecticut Youth Employment Program (CYEP)
Budget Page**

Agency:
Contract Number:
CYEP Funds:

CYEP Expenses	Line-Item Narrative	Total
1. Participant Wages		
a. Wages		\$ -
b. FICA (7.65%)		\$ -
c. Worker's Comp		\$ -
d. Incentives/Stipends		\$ -
Sub-Total		\$ -
2. Program Costs		
a. Tuitions		\$ -
b. Support Services		\$ -
c. Other (specify below):		\$ -
		\$ -
Sub-Total		\$ -
3. Administrative Costs		
a. Wages		\$ -
b. FICA (7.65%)		\$ -
c. CT Unemployment Insurance		\$ -
d. Workers' Comp		\$ -
e. Fringe Benefits		\$ -
f. Supplies		\$ -
g. Other (specify below):		\$ -
		\$ -
		\$ -
Sub-Total		\$ -
GRAND TOTAL		\$ -

PLEASE NOTE: Additional rows may be added to this spreadsheet in order to provide details, however, the CYEP Expense Categories should not be altered.

Contract Framework and Requirements for the Connecticut Youth Employment Program PY 2026-27

Definitions:

- **Applicant** An individual who submits any portion of an application.
- **Participant** An individual who receives a funded service.
- **Completer** An individual who has attended 80% or more of scheduled hours of service.

*Required documentation for determination of eligibility:

- Youth may be between the ages of 14 - 24
- Youth need to submit the following documents:
 - *Birth certificate and Social Security Card for only the applicant*
 - *If the applicant is a resident alien a copy of the applicant's green card is required along with the applicant's birth certificate or passport*
 - *Copy of applicant's most recent report card*

1. **Age:** Eligible youth must be 14 to 24 years of age at point of enrollment
 2. **Legal Right to Work in the United States:** Participants must be legally able to work in the United States.
- and meet one of the following categories (**categorical eligibility** or **low income**):

Categorical eligibility: Youth can self-attest to the following, and do **NOT** require additional proof of income status:

- a youth with disability meeting criteria outlined in WIOA eligibility directives
- a foster child
- pregnant, parenting, including custodial parent
- homeless or run away
- justice-involved (with CSSD, DOC, etc.)
- English language learner

Low-income status eligibility: Documentation from the individual, family, school, a state agency or municipality based on one of these factors:

- member of a family whose income is equal to or less than 185% of the 2024 federal poverty level
- eligible for free or reduced-price school or summer meal during the most recent or current school year
- current WIOA youth participant or determined eligible for WIOA Youth Services based upon family income within the previous 6 months
- member of state cash assistance programs

- ****All applications must have a sign off by contractor staff to verify that all supporting documentation has been submitted and the applicant is eligible for services. Additionally, NRWIB and/or Career Resources, Inc. staff shall review all completed applications to ensure that applicants are eligible for services.**

Contractor(s) responsibilities and reporting requirements to the Northwest Regional Workforce Investment Board: Formal reporting requirements including reporting documents and a timetable for submission will be provided during the contracting process.

- **Total # of eligible / non-eligible applicants who applied for the program**
 - To be reviewed by Board staff prior to the start of the program to ensure that all required documentation is on file and that youth meet eligibility requirements.
- **Total # participants of those youth who receive funded services**
 - Submission of hire list to the Board /AJC staff
 - Review of tax documents W4, CTW4, and I-9's by Board staff.
 - Submission of payroll – weekly or biweekly as determined by contractor's payroll schedule to Board /One Stop staff during the course of the summer program. Payrolls **must** be submitted to Jaszmin.Taylor@NRWIB.org **within 5 days of payroll date.**
- **Total # completers of those youth who received services over the duration of the program**
 - To be determined by review of submitted payrolls to Board.
- **Worksite Agreements.** Each subcontractor must have worksite agreements in place and a copy sent to Albert Chabot before a participant(s) begins.

Mandated reporting. If the worksite assignment involves CYEP participants working with children, the worksite must have written guidelines and procedures in place regarding mandated reporting or suspected or possible abuse and/or neglect. Written policies to this effect must be distributed to contractor/vendor staff and work site supervisors who work with CYEP participants.

PROGRAM MONITORING AND EVALUATION

- The program is constantly under review to increase its value to the community and to the youths employed in the program.
- As a contractor / vendor you are expected to cooperate and provide accurate information for performance measures for the different official evaluation / monitoring teams (State DOL,

Workforce Investment Board and / or American Job Center Staffs) that may visit / monitor your program / worksites during the summer. Beyond this cooperation, we want your help in improving the programs and ask for your suggestions.

- Additional monitoring will be done by Board and / or American Job Center staff during the summer portion of the summer to review tax documents and I-9's. Date and time will be determined by appointment.

Child Labor Laws as they apply to CYEP

Age Standards 14 and 15-year-olds

- Employment of 14- and 15-year-old youth is limited to certain occupations outside school hours only specified conditions of work as set forth in Child Labor Regulation No. 3
- **Child Labor Regulation No. 3:** Employment of 14- and 15-year-old minors is limited to certain occupations under conditions which do not interfere with their schooling, health or well-being.
- 14 and 15-year-old minors may not be employed:
 - During school hours.
 - Before 7:00 AM or after 7:00 PM except 9:00 PM from June 1 through Labor Day (time depends on local standards).
 - More than 3 hours a day on school days.
 - More than 18 hours a week during school weeks.
 - More than 8 hours a day on non-school days.
 - More than 40 hours a week in non-school weeks.
 - Permitted occupations for 14- and 15-year-old minors in retail, food services, and gasoline service establishments:
 - Office and clerical work (including office machines).
 - Cashiering, selling, modeling, artwork, work in advertising department, window trimming, and comparative shopping.
 - Price marking and tagging by hand or by machine, assembling orders, packing and shelving.
 - Bagging and carrying out customers' orders.
 - Errand and delivery work by foot, bicycle, and public transportation.
 - Clean up work vacuum cleaners and floor waxers and ground maintenance, except the use of power-driven mowers or cutters.
 - Kitchen work and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work, such as but not limited to dishwashers, toasters, dumbwaiters, popcorn poppers, milk shake blenders and coffee grinders.
 - Work in connection with cars and trucks if confined to the following: dispensing gasoline and oil, courtesy service, car cleaning, washing and polishing. Not including, of pits, racks or lifting apparatus or inflation on any mounted on a rim equipped with removable retaining rim.
 - Cleaning vegetables and fruits and wrapping goods when performed in areas where meat is prepared for sale outside of freezers or meat coolers.

14 and 15-year-old minors may be employed in any occupation **except** the excluded occupations in the list following:

- Processing:
 - Filleting of fish.
 - Dressing of chicken;
 - Cracking nuts; or
 - Laundering as performed by commercial laundry and dry cleaning.
-
- Public messenger service.
 - Operation or tending of hoisting apparatus or of power-driven machinery other than those specified in the foregoing list as machines which such minors may operate in such establishments. (i.e. Power-driven lawn mowers.)
 - Any occupation found and declared hazardous.
 - Any of the following occupations in a retail food service or gasoline service establishment.
 - work performed in or about boiler or engine room.
 - work in connection with maintenance or repair of establishment, machined or equipment.
 - outside window washing (that involves working from windowsills and all work requiring the use of ladders, scaffolds, or their substitutes);
 - cooking (except at soda foundations, lunch counters, snack bars, or cafeteria serving counter) and baking.
 - occupations which involve operating, setting up, adjusting, cleaning, oiling or repairing power driven food slicers and grinders, food choppers and cutters and bakery-type mixers.
 - An employer can protect himself from unintentional violation of minimum age provisions by obtaining and keeping an age or employment certificate on file for each minor employed up to the age of 19.

AGE STANDARDS

- 16 – Basic minimum age for employment. At 16 years of age, young people may be employed in any occupation other than non- agricultural occupations declared hazardous by the Secretary of Labor. They may be employed in agricultural occupations declared hazardous by the Secretary of Labor at any time and for employment in agriculture during the hours schools are in session in the district where the minor lives while working. There are no other restrictions if not contrary to state or local law. Young people of this age may be employed during school hours, or any number of hours during any periods of time.
- 18- Minimum age for employment in nonagricultural occupations declared hazardous by the Secretary of Labor.

HAZARDOUS OCCUPATIONS in non-agricultural occupations

- Those occupations to be particularly hazardous for minors between 14 and 18 years of age:
- Any occupation found and declared to be hazardous.
- Occupations of motor vehicle driver and outside helper.
- Logging occupations and occupations in the operation of a sawmill, shingle mill, or cooperage stock mill.
- Occupations involved in the operation of power-driven wood working machines.
- Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
- Occupations involved in the operation of certain power-driven products machines.

- Occupations involved in the operation of circular saw, band saw, and guillotine shears.
- Occupations involved in roofing operations.
- Occupations involved in excavation.
- This list pertains to CYEP and is not complete. For complete list of Child Labor Laws write:

***U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
JFK Federal Building,
Boston, MA 02203***

SEXUAL HARASSMENT POLICY

It is the policy of the Northwest Regional Workforce Investment Board and any program operator contracted with the NRWIB to provide services through its CYEP Programs to prohibit harassment of one employee by another employee or supervisor on the basis of sex.

SEXUAL HARASSMENT IS ILLEGAL. It is prohibited by the Connecticut Discriminatory Practices Act (section 46a-60 (a)(8) of the Connecticut General Statutes) and Title VII of the Civil Rights Act of 1964 (42 United States Code Section 2000e et seq.).

SEXUAL HARASSMENT MEANS “ANY UNWELCOME ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

- (1) Submission to such conduct is made either explicitly or implicitly by term or condition of employment.
- (2) Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- (3) Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

EXAMPLES OF SEXUAL HARASSMENT INCLUDE:

- UNWELCOME SEXUAL ADVANCES
- SUGGESTIVE OR LEWD REMARKS
- UNWANTED HUGS, TOUCHES, KISSES basis for employment decisions affecting such individual; or
- REQUESTS FOR SEXUAL FAVORS
- RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT
- DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS OR
- DRAWINGS

REMEDIES FOR SEXUAL HARASSMENT MAY INCLUDE

- CEASE AND DESIST ORDERS
- BACK PAY
- COMPENSATORY DAMAGES
- HIRING, PROMOTION OR REINSTATEMENT

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES

REMEMBER: Sexual harassment may be overt or subtle. Some behavior, which is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes, verbal, non-verbal or physical. sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace. If you feel that you have been discriminated against, contact the **Connecticut Commission on Human Rights and Opportunities**, 90 Washington Street, Hartford, Connecticut 06106. (Telephone number 566-3350; TTD Number 566-2301).

Northwest Regional Workforce Investment Board Youth Employment and Training Activity Mandated Reporting Policy

Policy: WIBs are to ensure that they and their agents are involved in the administration and operations of youth employment and training programs are aware of and adhere to the requirements of Connecticut statutes regarding mandated reporting. WIBs are responsible for developing and implementing policies and procedures for these youth ages seventeen and under to follow in instances of suspected abuse and/ or neglect.

In so much as Youth are placed in a variety of work sites and perform a variety of tasks including working with children in schools, day care settings, camps and other sites.

The Connecticut General Statutes identify certain persons as “mandated reporters.” Mandated reporters are legally required to report to the Department of Children and Families instances in which they have reasonable cause to suspect or believe that any child under the age of eighteen years (1) has been abused or neglected, (2) has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child, or (3) is placed at imminent risk of serious harm.

The Connecticut General Statutes identify mandated reporters to include “any person paid to care for a child in any public or private facility, childcare center, group home or family day care home licensed by the state.”

Youth Ages 18 and Over

Youth aged eighteen and older that care for a child in any public or private facility, childcare center, group home or family day care home licensed by the state are required to adhere to Connecticut General Statutes regarding mandated reporting.

Youth Ages Seventeen and Under

Regarding youth aged seventeen and under who care for a child in any public or private facility, child day care center, group day care home or family day care home licensed by the state –

In that those youth ages seventeen and under, participating in a youth employment and training program have reasonable cause to suspect or believe that any child under the age of eighteen years (1) has been abused or neglected, (2) has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child, or (3) is placed at imminent risk of serious harm, **said youth shall notify his / her worksite supervisor of their concern.**

The worksite shall notify the Northwest Regional Workforce Investment Board, Youth Program Manager providing the name of the youth raising the concern.

Statutory References:

Sec. 17a-101a. Report of abuse, neglect or injury of child or imminent risk of serious harm to a child. Penalty for failure to report. Any mandated reporter, as defined in section 17a-101, who in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years (1) has been abused or neglected, as defined in section 46b-120, (2) has had non accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child, or (3) is placed at imminent risk of serious harm, shall report or cause a report to be made in accordance with the provisions of sections 17a-101b to 17a-101d, inclusive. Any person required to report under the provisions of this section who fails to make such report shall be fined not less than five hundred dollars or more than two thousand five hundred dollars and shall be required to participate in an educational and training program pursuant to subsection (d) of section 17a-101.

Sec. 17a-101. (Formerly Sec. 17-38a). Protection of children from abuse. Mandated reporters. Educational and training programs. (b) The following persons shall be mandated reporters: Any physician or surgeon licensed under the provisions of chapter 370, any resident physician or intern in any hospital in this state, whether or not so licensed, any registered nurse, licensed practical nurse, medical examiner, dentist, dental hygienist, psychologist, coach of intramural or interscholastic athletics, school teacher, school principal, school guidance counselor, school paraprofessional, school coach, social worker, police officer, juvenile or adult probation officer, juvenile or adult parole officer, member of the clergy, pharmacist, physical therapist, optometrist, chiropractor, podiatrist, mental health professional, or physician assistant, any person who is licensed or certified emergency medical services provider, any person who is licensed or certified alcohol and drug counselor, any person who is licensed marital and family therapist, any person who is a sexual assault counselor or a battered women's counselor as defined in section 52-146k, any person who is a licensed professional counselor, any person paid to care for a child in any public or private facility, child day care center, group home or family day care home licensed by the stat, any employee of the Department of Children and Families, any employee of the Department of Public Health who is responsible for the licensing of child day care centers, group homes, family day care homes or youth camps, the child Advocate and any employee of the Office of Child Advocate.

Northwest Regional Workforce Investment Board

AP 11-25 Selective Service Registration Policy

I. U.S. Citizens

Male U.S. citizens born on or after January 1, 1960, are required to register with the Selective Service within 30 days of their 18th birthday (i.e. 30 days before or 30 days after their birthday).

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military on a full-time basis.
- Men attending the service academies.
- Disabled men who were continually confined to a residence, hospital, or institution.
- Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement. However, they must register within 30 days after being released if they have not yet reached their 26th birthday.

II. Non-U.S. citizens

Male non-U.S. citizens born on or after January 1, 1960, are required to register with the Selective Service within 30 days of their 18th birthday (i.e. days before or 30 days after their birthday).

- Non-U.S. citizens include legal permanent residents, illegal aliens, seasonal agriculture workers, and refugees who take up residency in the U.S. before their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the male falls within one of the following categories:

- Non-U.S. citizen male, who came into this country for the first time after his 26th birthday. Acceptable forms of supporting documentation include:
 1. Date of entry stamped in his passport.
 2. I-94 with date of entry stamped on it; or
 3. Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the United States presented in conjunction with documentation establishing the individual's age.
- Non-U.S. citizen, male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 through 25.
- Non-U.S. citizen male on a valid non-immigrant visa.

Section V- Selective Service Registration Requirements for Males under 26

Before being enrolled in a CYEP funded services, all males under the age 26 who are required to register but have not done so must register through the Selective Service website www.sss.gov

If a male turns 18 while participating in CYEP funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive CYEP funded services.

Male CYEP participants under the age 26 who are required to register but have not done so must be suspended from CYEP funded services until registration with Selective Service is completed.

2025 FEDERAL POVERTY GUIDELINES

The WIB has approved using the 185% of the Federal Poverty Guidelines for income eligibility effective 1/16/2025.

Family Size	185% of Poverty Guidelines
1	\$28,953
2	\$39,128
3	\$49,302
4	\$59,478
5	\$69,653
6	\$79,828
7	\$90,003
8	\$100,178

**Each additional person a2025 FEDERAL POVERTY GUIDELINES*

The WIB has approved using the 185% of the Federal Poverty Guidelines for income eligibility effective 1/16/2025.

Family Size	185% of Poverty Guidelines
1	\$28,953
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6	\$79,828
7	\$90,003
8	\$100,178

add \$10,175

Six(6) Month Increments for Family Income for Adults
(You count back 6 months when calculating the family income)

July – January	November - May	March - September
August - February	December - June	April - October
September - March	January - July	May - November
October - April	February - August	June - December

Updated: 2/13/2025

Connecticut Youth Employment Worksite Supervisor Handbook

Funded by:
The Northwest Regional Workforce Investment Board

As a worksite Supervisor you must be ready to meet, supervise and help the youth you have been assigned from the moment they arrive. Thus, you must prepare before they arrive on the job.

The job of the worksite supervisor includes many different elements as listed below:

Orienting the youth to the program, the worksite, the work to be performed and the expected behavior.

Job Training to help the youth gain the skills and abilities to perform the specific jobs and to develop desirable work behavior.

Assigning youth to specific tasks that are in line with their capabilities and growth patterns.

Planning and scheduling work so that the desired objectives and assignments will be achieved.

Organizing assigned youth, tasks, and materials so that coordination and cooperation can be achieved.

Directing youth so that they understand what is to be done and can do it.

Motivating youth toward good work behavior and performance.

Serving as a role model, so that the youth will have a good example of appropriate behavior.

Checking and certifying participants time and attendance records and to assure that original signatures for both the participants' and worksite supervisor are on time sheets.

Evaluating participants' behavior and performance.

Solving work problems as they arise.

A. Introducing Youth to the Worksite

While the youth that have been assigned to you may know something about the program and have been informed about work rules, it is up to you to make these real and to gain acceptance for them. After arrival at the worksite, the youth may feel out of place and not know how to behave, and even with written instruction, be confused about what is expected of them. As the worksite supervisor you will need to help them understand the larger purposes of their work, such as your expectations as it relates to the work assignments and the specific nature of the work to be performed.

B. Teaching and Training Youth

Teaching is a major part of a worksite supervisor's job. This is particularly the case in supervising young workers who have not had much work experience and for whom learning skills and appropriate work behavior are primary program objectives.

Getting ready to instruct the young worker, whether in a group or as an individual, calls for you to prepare to instruct this includes the following:

- Having a timetable for completion of work assigned.

- Breaking down the job specific tasks.

- Determining materials, supplies and equipment to be used and

- Reviewing performance.

C. Evaluating a Youth's Performance

As a worksite supervisor, you are expected to observe and evaluate the competence, behavior and performance of each youth assigned to you. The major purpose of the evaluation is to help the youth improve his or her behavior and performance. As youth are sensitive to negative feedback, your emphasis should be on positive reinforcement. Avoid focusing attention on incorrect elements in the youth's performance.

Child Labor Laws as They Apply to CYEP

Age Standards: 14 and 15-year-olds:

Employment of 14- and 15-year-old youth is limited to certain occupations outside school hours only specified conditions of work as set forth in Child Labor Regulation No. 3

Child Labor Regulation No. 3:

Employment of 14 and 15-year-old minors is limited to certain occupations under conditions which do not interfere with their schooling, health or well-being.

- A. 14 and 15-year-old minors may not be employed:
 - i. During school hours.
 - ii. Before 7:00 AM or after 7:00 PM except 9:00 PM from June 1 through Labor Day (time depends on local standards).
 - iii. More than 3 hours a day on school days.
 - iv. More than 18 hours a week during school weeks.
 - v. More than 8 hours a day on non-school days.
 - vi. More than 40 hours a week in non-school weeks.

- B. **Permitted occupations for 14- and 15-year-old minors** in retail, food services, and gasoline service establishments:
 - 1. Office and clerical work (including office machines).
 - 2. Cashiering, selling, modeling, artwork, work in advertising department, window trimming, and comparative shopping.
 - 3. Price marking and tagging by hand or by machine, assembling orders, packing and shelving.
 - 4. Bagging and carrying out customers' orders.
 - 5. Errand and delivery work by foot, bicycle, and public transportation.
 - 6. Clean up work- vacuum cleaners and floor waxers and ground maintenance, except for the use of power-driven mowers or cutters.
 - 7. Kitchen work and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work, such as but not limited to dishwashers, toasters, dumbwaiters, popcorn poppers, milk shake blenders and coffee grinders.
 - 8. Work in connection with cars and trucks if confined to the following: dispensing gasoline and oil, courtesy service, car cleaning, washing and polishing. Not including, of pits, racks or lifting apparatus or inflation on any mounted on a rim equipped with removable retaining rim.
 - 9. Cleaning vegetables and fruits and wrapping goods when performed in areas where meat is prepared for sale outside of freezers or meat coolers.

EXCEPTIONS:

14 and 15-year-old minors may be employed in any occupation **except** the excluded occupations in the list following:

1. Processing:
 - a. filleting of fish.
 - b. dressing of chicken.
 - c. cracking nuts; or
 - d. laundering as performed by commercial laundry and dry cleaning.
2. Public messenger service.
3. Operation or tending of hoisting apparatus or of power-driven machinery other than those specified in the foregoing list as machines which such minors may operate in such establishments. (i.e. Power-driven lawn mowers.)
4. Any occupation found and declared hazardous.
5. Any of the following occupations in a retail food service or gasoline service establishment.
 - a. work performed in or about boiler or engine room.
 - b. work in connection with maintenance or repair of establishment, machined or equipment.
 - c. outside window washing (that involves working from windowsills and all work requiring the use of ladders, scaffolds, or their substitutes);
 - d. cooking (except at soda foundations, lunch counters, snack bars, or cafeteria serving counter) and baking.
 - e. occupations which involve operating, setting up, adjusting, cleaning, oiling or repairing power driven food slicers and grinders, food choppers and cutters and bakery-type mixers.
6. An employer can protect himself from unintentional violation of minimum age provisions by obtaining and keeping an age or employment certificate on file for each minor employed up to the age of 19.

C. AGE STANDARDS

16–17-year-olds– Basic minimum age for employment. At 16 years of age, young people may be employed in any occupation other than non- agricultural occupations declared hazardous by the Secretary of Labor. They may be employed in agricultural occupations declared hazardous by the Secretary of Labor at any time and for employment in agriculture during the hours schools are in session in the district where the minor lives while working. There are no other restrictions if not contrary to state or local law. Young people of this age may be employed during school hours, or any number of hours during any periods of time.

18- and over- Minimum age for employment in non-agricultural occupations declared hazardous by the Secretary of Labor.

HAZARDOUS OCCUPATIONS in non-agricultural occupations

Those occupations to be particularly hazardous for minors between 14 and 18 years of age:

1. Any occupation found and declared to be hazardous.
2. Occupations of motor vehicle driver and outside helper.

3. Logging occupations and occupations in the operation of a sawmill, shingle mill, or cooperage stock mill.
4. Occupations involved in the operation of power-driven wood working machines.
5. Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
6. Occupations involved in the operation of certain power-driven products machines.
7. Occupations involved in the operation of circular saw, band saw, and guillotine shears.
8. Occupations involved in roofing operations.
9. Occupations involved in excavation.

This list pertains to CYEP and is not complete. For complete list of Child Labor Laws write:

***U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
JFK Federal Building,
Boston, MA 02203***

SEXUAL HARASSMENT POLICY

It is the policy of the Northwest Regional Workforce Investment Board and any program operator contracted with the NRWIB to provide services through its Youth Programs to prohibit harassment of one employee by another employee or supervisor on the basis of sex.

SEXUAL HARASSMENT IS ILLEGAL. It is prohibited by the Connecticut Discriminatory Practices Act (section 46a-60 (a)(8) of the Connecticut General Statutes) and Title VII of the Civil Rights Act of 1964 (42 United States Code Section 2000e et seq.).

SEXUAL HARASSMENT MEANS “ANY UNWELCOME ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

- (1) Submission to such conduct is made either explicitly or implicitly by term or condition of employment.
- (2) Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- (3) Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

EXAMPLES OF SEXUAL HARASSMENT INCLUDE:

- UNWELCOME SEXUAL ADVANCES
- SUGGESTIVE OR LEWD REMARKS
- UNWANTED HUGS, TOUCHES, KISSES basis for employment decisions affecting such individual; or
- REQUESTS FOR SEXUAL FAVORS
- RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT
- DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS

REMEDIES FOR SEXUAL HARASSMENT MAY INCLUDE

- CEASE AND DESIST ORDERS

- BACK PAY
- COMPENSATORY DAMAGES
- HIRING, PROMOTION OR REINSTATEMENT

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSEMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES

REMEMBER: Sexual harassment may be overt or subtle. Some behavior, which is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes, verbal, non-verbal or physical. sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace. If you feel that you have been discriminated against, contact the **Connecticut Commission on Human Rights and Opportunities**, 90 Washington Street, Hartford, Connecticut 06106. (Telephone number 566-3350; TTD Number 566-2301).

**Northwest Regional Workforce Investment Board
Youth Employment and Training Activity
Mandated Reporting Policy**

Policy: WIBs are to ensure that they and their agents are involved in the administration and operations of youth employment and training programs are aware of and adhere to the requirements of Connecticut statutes regarding mandated reporting. WIBs are responsible for developing and implementing policies and procedures for these youth ages seventeen and under to follow in instances of suspected abuse and/ or neglect.

In so much as Youth are placed in a variety of work sites and perform a variety of tasks including working with children in schools, day care settings, camps and other sites.

The Connecticut General Statutes identify certain persons as “mandated reporters.” Mandated reporters are legally required to report to the Department of Children and Families instances in which they have reasonable cause to suspect or believe that any child under the age of eighteen years (1) has been abused or neglected, (2) has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child, or (3) is placed at imminent risk of serious harm.

The Connecticut General Statutes identify mandated reporters to include “any person paid to care for a child in any public or private facility, childcare center, group home or family day care home licensed by the state.”

Youth Ages 18 and Over

Youth age eighteen and older that care for a child in any public or private facility, childcare center, group home or family day care home licensed by the state are required to adhere to Connecticut General Statutes regarding mandated reporting.

Youth Ages Seventeen and Under

Regarding youth age seventeen and under who care for a child in any public or private facility, child day care center, group day care home or family day care home licensed by the state –

In that those youth ages seventeen and under, participating in a youth employment and training program have reasonable cause to suspect or believe that any child under the age of eighteen years (1) has been abused or neglected, (2) has had non- accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child, or (3) is placed at imminent risk of serious harm, **said youth shall notify his / her worksite supervisor of their concern.**

The worksite shall notify the Northwest Regional Workforce Investment Board, Youth Program Manager providing the name of the youth raising the concern.

Statutory References:

Sec. 17a-101a. Report of abuse, neglect or injury of child or imminent risk of serious harm to a child.

Penalty for failure to report. Any mandated reporter, as defined in section 17a-101, who in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years (1) has been abused or neglected, as defined in section 46b-120, (2) has had non accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child, or (3) is placed at imminent risk of serious harm, shall report or cause a report to be made in accordance with the provisions of sections 17a-101b to 17a-101d, inclusive. Any person required to report under the provisions of this section who fails to make such report shall be fined not less than five hundred dollars or more than two thousand five hundred dollars and shall be required to participate in an educational and training program pursuant to subsection (d) of section 17a-101.

Sec. 17a-101. (Formerly Sec. 17-38a). Protection of children from abuse. Mandated reporters.

Educational and training programs. (b) The following persons shall be mandated reporters: Any physician or surgeon licensed under the provisions of chapter 370, any resident physician or intern in any hospital in this state, whether or not so licensed, any registered nurse, licensed practical nurse, medical examiner, dentist, dental hygienist, psychologist, coach of intramural or interscholastic athletics, school teacher, school principal, school guidance counselor, school paraprofessional, school coach, social worker, police officer, juvenile or adult probation officer, juvenile or adult parole officer, member of the clergy, pharmacist, physical therapist, optometrist, chiropractor, podiatrist, mental health professional, or physician assistant, any person who is licensed or certified emergency medical services provider, any person who is licensed or certified alcohol and drug counselor, any person who is licensed marital and family therapist, any person who is a sexual assault counselor or a battered women's counselor as defined in section 52-146k, any person who is a licensed professional counselor, any person paid to care for a child in any public or private facility, child day care center, group home or family day care home licensed by the stat, any employee of the Department of Children and Families, any employee of the Department of Public Health who is responsible for the licensing of child day care centers, group homes, family day care homes or youth camps, the child Advocate and any employee of the Office of Child Advocate.