

FAQ

Are there other employer partner programs for summer youth that do not require a minimum of 10 participants? Our organization is small.

We do have another program which is the Direct Placement Program. To learn about that option, visit www.rocsummeryouth.org and see the Employers section. There you can learn more about the program and how to become an employment partner with the City of Rochester or RochesterWorks. The program is generally for youth ages 16 to 20, but though there is a potential for assisting 14–15-year-olds.

For the Direct Placement application, you must indicate whether you are applying for the ROCTYourJob or SYEP programs. You'll then be asked for basic company information and a point of contact, as well as a job description. With this program you can request one youth up to your company's capacity.

For the Direct Placement program, we partner with a temporary agency, who becomes the employer of record.

With the RFP program, you actually are the employer of record, and you would be in charge of payroll.

Could staff be directly hired or can they be contractors?

Yes. You can hire staff as a contractor or a direct hire. If an agency contracts with an employer, the invoice reimbursement the agency receives will be deducted from the contracted services portion of their budget. Direct hires will be paid via the employer of record's payroll process.

I have someone who did some work for me in January, helping me set up the sites. She was a direct hire last summer. We had to find a creative way to pay for that because we couldn't charge anything to cover salary until June 16th. As long as she doesn't submit her invoice until June, can she count the work she did for me on actually getting the sites set up? It's a fair amount of time she put in around arranging those sites.

Unfortunately, costs incurred prior to the official start of the funding period (June 16) cannot be charged to the program, regardless of when the invoice is submitted. While we recognize the valuable work done in January to arrange the sites, only expenses incurred during the approved funding period are eligible for reimbursement. You may need to explore alternative funding sources to cover these costs.

What are the key dates?

- The youth summer program runs July 7th to August 15th 2025
- The start date of accrual of expenses is June 16, 2025.
- You can also do amendments later on to your budget as needed. The last day for amendments is July 25, 2025.
- All voucher submissions are due by September 5, 2025. Any submissions after that will not be accepted.

Must the organization be faith-based?

Faith-based organizations are eligible to take part. Religious affiliations do not prohibit employers from participation. Employers must be a legal business entity within Monroe County.

When a student is at a worksite who carries a liability under the program component?

That would be who's ever doing the payrolling.

More likely the program itself, unless the program is partnering with the temporary agency, Then the temporary agency could assume the liability of being the employee of record. With the direct placement program, TES Staffing is the employer of record.

Can the accrual begin June 9th instead of 16th to allow more time to finalize reporting This provides an easier way to finalize reporting and account for my Navigators time.

Unfortunately, we are unable to support a start date of July 16 for accruals. The program officially begins on July 7, allowing three weeks for youth to be interviewed and onboarded.

What's an example of an employment partner?

Employment partners are any organization outside of your agency.

For example, if you have a relationship with the YMCA, you could place some youth there for employment. Another example of an employment partner is to have relationships with outside organizations through a signed Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). RochesterWorks has relationships with local recreation centers and other community-based organizations where we have placed some individuals.

How long does it take for voucher payments to be issued?

Reimbursements can be issued in as little as a few days. Agencies are paid faster when all supporting information is received with vouchers. This includes any applicable receipts and timesheets. Any expenses over \$300.00 must have a receipt, and timesheets are thoroughly reviewed. Your timely response to any questions we have will impact the turnaround time for payments.

Can we apply for RFP program and Direct Placement?

The RFP submissions are for what are considered *program* and *direct placement* is a separate component. Both options can run concurrently. For example, your RFP could apply to opportunities for 10 youth who are 14 – 15 year olds. At the same time, you could complete the Direct Placement Application for youth who are 16 - 20 year olds.

What happens to youth who are currently in the Roc Your Job Program

The current ROC Your Job initiative ends on June 30th. Those individuals who opt for summer opportunities will need to rollover to the TANF program (SYEP)

If you are a current employer partner with Roc Your Job and you apply for the TANF Program through this RFP and want to keep those young people, you should apply for the Direct Placement Program if they are not going to be a part of the numbers for the RFP.

Can receipts for office supplies be submitted after the program ends in August?

No. The only items submitted after the August 15th end date should be for staff wages.

Can we conduct group or virtual interviews with candidates?

Yes, and you must clearly document your interview process.

So, for example, for those five who do not get hired, you must be able to explain why they were not hired and what criteria were not met.

We do ask that you interview all candidates.