



**YOUTH SERVICES DIVISION
2024 SCOPE OF SERVICES
YOUTH EMPLOYMENT: YEAR-ROUND SUMMER YOUTH EMPLOYMENT PROGRAM
Program Term: January 1, 2024 through December 31, 2024**

PROGRAM: YEAR-ROUND 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	\$ 640,802	Program Slots Funded	50
Total number of weekly program hours			
Cohort	Cohort 1		



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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 Year-Round Summer Youth Employment Program is an extension of the Summer Youth Employment Program which serves youth ages 16-24 who reside in Chicago and are seeking employment or specialized training programs during the year. Out of the total enrolled youth, recruited by either the agency or referred by DFSS, **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, etc.)
- 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>).
- 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*

A greater focus should be on Opportunity Youth (Youth who are out of school and out of work), youth involved with the justice system or At-Promise for this program. At-Promise youth are youth who face various challenges such as academic struggles, potential of gang involvement, becoming justice involved, etc.

All youth should be enrolled by the first day of programming. DFSS will monitor enrollment to ensure you prioritize the opportunity youth and that 50% of your total enrollment and identifies with one of the target populations.

Please provide a summary of your Recruitment Plan and Referral Sources for the Healthy Chicago Equity Zone (Please emphasize how you will recruit and retain youth who are out of school and out of work or justice involved.)



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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 program, 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)

Curriculum with Timeline

DFSS will provide a comprehensive curriculum designed to foster career exploration, online training, and the completion of a research-based project by program participants Each participant will dedicate a minimum of 54 hours (about 6 hours per month) toward career development training and planning as an integral part of the program. The curriculum will be administered in three distinct phases over 12 months. This process began with the previous 2023 contract on September 5, 2023.

September – December 2023

During the first three months of the program, participants will embark on an exploration of different career paths. They will begin with completing a pre-assessment, followed by engaging with the first two videos of the course by RoadTrip Nation (Introduction: *What you’re interested in matters* and *Let Go: Shed the noise and listen to yourself*) and completing the assigned activity. Afterwards, participants will discover potential career interests in five different job zones by completing both a self-assessment career-exploration tool, and the ONET Interest Profiler.

January 2024 - February 2024

During this phase, participants will conduct a comprehensive labor market survey to pinpoint their top three career



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choices. These choices will serve as the foundation for the development of their individualized Career Transition Plan. Participants will then watch the videos 3 and 4 (Define: *Connect your interests to careers* and Interview Project: *Talk to a professional advice*) from Road Trip Nation and finally identify the transition goal they will execute.

February 2024 - May 2024

Participants will create a Career Development Plan based on their selected transition goal. Participants should incorporate SMART (Specific, Measurable, Attainable, Relevant, and Timebound) objectives when defining their goals. These goals should align with both the participant’s interest and the assessments used during the previous phase of the program. Additionally, participants will then watch video 5 (Become: *Overcoming Roadblocks and taking actions*).

In the final months of programming, participants will focus on implementing their Career Development Plans. This includes activities but not limited to applying for positions, identifying placement tests, identifying educational or trade requirements, and/or attending workshops specific to those goals set in their plan. Finally, participants will present their portfolios and exit plans at the conclusion of the program. Participants must complete the survey and the post course impact assessment during the last week of the program.

Required Activities:

Type of Event	Topics	Hosted by	Timeframe
Online	Pre/Post Assessment, 5 modules (videos and assigned activity)	https://roadtripnation.com/experience/course/rtn/overview	10 hours
Community Events	Panel Discussion/Tour	City Colleges of Chicago	4 hours
	Computer Science Career/Education pathway	CS for Success	3 hours (Fall)
	Firefighter for a Day	Chicago Fire Department	5 hours
Individual	Complete a Personal Career Portfolio in 4 Steps: 1) ONET Interest Profiler	DFSS Youth Employment	20 hours

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	<ul style="list-style-type: none"> 2) Labor Market Survey 3) Career Development Plan 4) Present Portfolio Exit Plan <p>Complete Program Survey</p>		
Virtual	Career Fair, Career Pathways Panel, Monthly Meet and Greets with Chicago Corporations and Participant Led Panel	DFSS/Chicago Chamber of Commerce/Corporations	10
In person	Guest Speakers/Site Visits/Tours	Sister Agencies (OEMC, Police, CTA, Fire, Aviation, etc.)	2 hours

SECTION A – GOALS AND OBJECTIVES

Program Goals

Year-Round Summer Youth Employment Program (SYEP) seeks to provide youth with job training, work readiness skills, and access to paid work-based learning, opportunities, and skills attainment programs to Chicago youth ages 16-24. This will include 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, real-world work experience while creating a Career Development Plan.

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 year to gain work experience and broaden their interpersonal skills. 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:

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	OUTCOME	INDICATOR (S)	DATA COLLECTION METHOD
1	100% of will demonstrate work readiness skills for continued employment.	The percentage of youth who achieve measurable skills gains, defined as documented academic, technical, occupational, or other forms of progress towards that credential or employment.	Youth will complete a minimum of 54 hours in career development and planning outlined in the Scopes of Work.
2	85% of opportunity youth will transition to long-term employment, apprenticeship, post-secondary programs or military.	The percentage of youth participants who are in unsubsidized employment, education or training activities program that leads to a recognized postsecondary credential or employment after exit from the program.	Youth will complete all phases of the Career Development Plan.
3	100% of youth will be connected with additional information, support, or services during and after program completion.	Demonstrate employable, work readiness skills for longer term employment placement and meet personal goals.	Agency will track youth's goal in employment, education, supports, wrap around services throughout the program to ensure program completion.

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
- Enrolled youth will complete 95% of the total available program hours
- Enrolled youth will work a minimum of 75% of the weekly program hours
- 100% of the youth will complete the Career Development Plan, and the agency will track career interests/goals in a spreadsheet provided by DFSS
- 85% of youth will complete a survey capturing their transition plan at the end of the program
- 100% youth will be paid on time by agency's payroll system

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



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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 Road Nation and 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.

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: Renewable every 3 years
- Federal Fingerprint Background Check: Renewable every 5 years



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Meetings

Meetings and Trainings

Each delegate agency will be expected to participate in regularly scheduled meetings and trainings in preparation for Year-Round Summer Youth Employment Program. **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 monthly meetings and trainings are mandatory** for the agency's Executive Director, Program Director, and other key program staff.

Compliance and Underperformance

This initiative is administered by DFSS through American Rescue Plan Act Funds (ARPA). Consequently, all guidelines and requirements of DFSS and ARP must be met. Monthly Health Reports summarizing monthly performance status on various programmatic requirements will be shared with agencies to ensure compliance.

Agencies must attend these meetings and complete the requirements to meet expectations. 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 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 Year-Round Summer Youth Employment Program is the continuation of programming from **September 5, 2023 through December 31, 2023. This Scopes of Work covers the program start from January 22, 2024 through May 31, 2024**, providing youth an hourly wage of **\$15.80 an hour for approximately 10-20 hours** a week of employment or training during the first five months in 2024 and **will resume in September 2024** following the same program guidelines. 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 Form I-9 and Form W-4. Agencies must provide a payroll schedule to the youth and DFSS. 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.



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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 must enter attendance after processing the youth payroll biweekly 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/>).

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, a Career Development Plan and program survey by all your youth.**



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- 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 October through June; September through December and attendance must include Executive Directors, Program Directors, and the Youth Coordinators and/or Instructors.**

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.

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 Year-Round Summer Youth Employment Program.
- Proof of a valid Social Security Card.
- A signed consent/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 employment opportunities as many work sites,



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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.

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*)
- 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*)
- Opportunity youth defined as out of school and out of work (*i.e. self-attestation, located on OSC online application*)

Additional documentation for the file folder:

- Year-Round Employment Program Checklist (*see Documents in Cityspan YES*)
- 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. (*see Youth Employment checklist*)
- Proof of Age (*see Youth Employment checklist*)
- Proof of a valid Social Security number (*see Youth Employment checklist*)
- Proof of Chicago residency (*see Youth Employment checklist*)
- Payroll documents for participant wages (*see Youth Employment checklist*)

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.

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



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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 are expected to attend vouchering training. 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.

This program is funded from January 1, 2024 through December 31, 2024 through the American Rescue Plan.

The 2024 expenditure timeframe and percentage rates are listed below:

1st Quarter (January – March): 25%

2nd Quarter (April - June): 50%

3rd Quarter (July-September) 75%

4th Quarter (October-December) 100%

****Note: 3rd Quarter expenditures may be lower due to the regular SYEP program operating during the summer.***

Relinquishment of Funds

Agencies are required to complete the Relinquishment of Funds form once they have submitted all their vouchers.

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. Note, you can only submit vouchers for bus cards and gas cards once the program starts. 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***)



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SECTION E – SUBMITTAL AND APPROVAL

ACKNOWLEDGEMENT

PROGRAM MODEL: YEAR-ROUND 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 Director of Youth Employment Signature	
e) Name (typed)	Eshawn Spencer
f) Date approved	

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