

## Free Staffing Services for Businesses

Cypress Hills Employment Solutions seeks businesses who need pre-screened well-matched candidates in order to cut their interviewing and retention costs.

### **Cypress Hills LDC provides:**

- Screening including testing, assessment and action planning to ensure a good fit with the workplace needs.
- Various training options include Carpentry, English, GED classes and others
- Pro-active support of the candidate to ensure their effective contribution to the business.
- Free publicity about the business as a community partner.

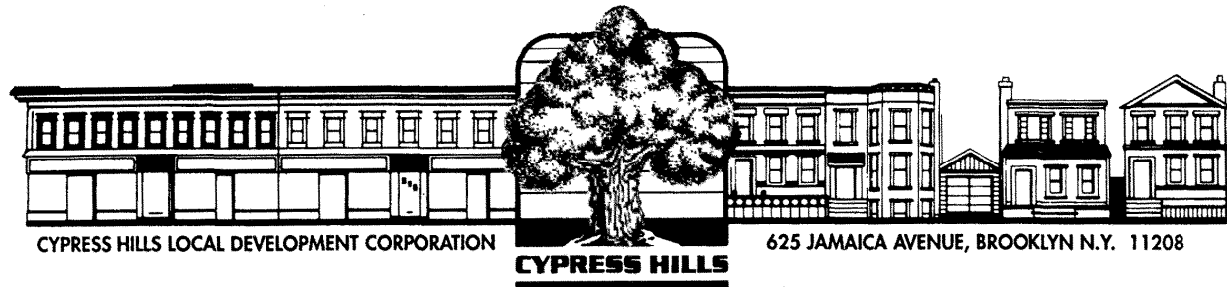
### **Business provides:**

- Interview, select, and orient the candidate to the tasks of an entry-level position in the business.
- Evaluation of the employee's performance.
- Feedback for Cypress Hills LDC regarding the support needed.

Contact Lowell Herschberger, Director of Career and Education Programs for more information. Phone 718-647-2800 ext. 117 or [lowellh@cypresshills.org](mailto:lowellh@cypresshills.org)

Sample construction certifications available:

- 32hr Asbestos Abatement
- 32hr Lead Abatement
- 40hr Hazardous Waste Handler
- 16hr Environmental Sampling and Monitoring
- 16hr Confined Space
- 4hr Scaffold Awareness
- 16hr Mold Awareness



## Cypress Hills Construction Partners

**Purpose:** To promote good construction contractors in Cypress Hills and improve the quality of the workforce pipeline.

Cypress Hills Local Development Corporation has a mission to revitalize the Cypress Hills community through housing preservation, economic development, and the positive development of youth and families. We are seeking contractors who do work in our community to partner with us to achieve this mission. CHLDC seeks to promote and strengthen your business while simultaneously doing the much needed building and renovation work in our community and creating good jobs at the same time.

### **What you would do as a Construction Partner:**

- Provide advice to Cypress Hills Local Development Corporation regarding trends in the construction field and what is needed to best prepare tomorrow's workforce
- Receive updates on contracting opportunities presented by CHLDC
- Engage in various opportunities to gain exposure for your business.

4 lunch meetings / year: February 9, 2012, May 9, 2012, August 8, 2012, and November 14, 2012

Additional optional activities:

- Current Construction Projects**
  - a) Small Owner Repair Program
  - b) Larger scale new construction projects
- COACH Young Adult Internship Program**
  - a) Free interns to work 11 weeks, 20 hours a week. Fully insured.
  - b) You need to provide oversight and any on-the-job training that is needed.
- Employment Solutions**
  - a) Why spend money on advertising for open positions? Receive qualified and screened candidates that match the openings you need to fill.

For more information:

Lowell Herschberger  
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# NY Youth Works Tax Credit

<http://www.labor.ny.gov/careerservices/youth-tax-credit.shtm>

To qualify for the tax credit, your business must be certified by the NYS Department of Labor. An application for certification must be received by the Department between January 1, 2012 and June 1, 2012.

The tax credit only applies to hiring employees ages 16 to 24 who are certified to participate in the program. The Department of Labor will refer certified youth to your business or assist you in getting youth certified. Youths must be hired between January 1, 2012 and July 1, 2012.

Your business may earn tax credits equal to the following amounts. If the amount of the credit exceeds your tax liability, you may receive the excess as a refund.

- If the youth is hired for a full-time position (35 hours or more per week), the maximum tax credit is \$4,000. This is payable as follows:
  - \$500 per month, for a maximum of six months (\$3,000 maximum); and
  - \$1,000 if the youth is retained for six months beyond the first six months of employment (employed one full year).
- If the youth is hired for a part-time position (20-34 hours per week), the maximum tax credit is \$2,000. This is payable as follows:
  - \$250 per month, for a maximum of six months (\$1,500 maximum); and
  - \$500 if the youth is retained for six months beyond the first six months of employment (employed one full year).

## Eligibility

To be eligible for certification, your business must be:

- In good standing
- Located within a reasonable commuting distance for eligible youth residing in the areas of New York State listed above
- Filling a job opening that meets one of the following conditions:
  - Considered an in-demand occupation
  - In a regional growth sector
  - Is a priority for the area's Regional Economic Development Council

## Apply for Certification

It's quick and easy to apply for certification. Simply access the online application by clicking the link below. **All applications must be received by the NYS Department of Labor between January 1, 2012 and June 1, 2012.**

You can choose to receive written notice of your business certification via e-mail or the U.S. Postal Service.



COACH  
Young Adult Internship Program  
Cheat Sheet

## What is the COACH?

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The COACH Young Adult Internship Program is a youth and workforce development program aimed at providing the most job-ready of New York City's disconnected young adults with the skills and experience necessary to succeed in today's competitive workforce.

## Who is COACH?

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### ***The Staff is...***

A small team of youth and workforce development professionals dedicated to reinvigorating today's workforce through the practice of strategic youth development principles.

### ***The Interns are...***

Motivated young adults, between 17-24 years of age, that are disconnected from work and education primarily because they need additional guidance, experience or and/or resources

## How Does It Work?

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### ***Orientation***

Interns attend a paid 3-week, 75-hour orientation where they participate in general work readiness training.

### ***Internship***

Interns work at assigned worksites for 11 weeks, 20 hrs./week, Mon., Wed, Thurs. and Fri. They come back to our offices on Tuesday for on-going training.

### ***Intern Schedules***

Participants work at assigned internship site 20 hours/week for 11-weeks. They may work Sunday-Saturday, but may not work more than one day of the weekend. Participants **MUST** be scheduled for 20 hours of work ON TOP of their unpaid break.



## **Internship Assignments**

As workforce development professionals, we at COACH recognize the value of properly assessing and matching candidates to organizations based on interests, skills and availability. As youth development professionals, we recognize the power of youth voice. Consequently, COACH married both concepts, utilizing a ranking system wherein prospective interns rank their preferred internships in order of preference. Based both on intern preference, and on the needs of our worksite partners, interns are scheduled to interview with their selected sites. Interns are then matched and assigned to a worksite and position based on the worksite supervisor's decision.

## **Where Do You Come In?**

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Glad you asked...You come in now! The COACH Program is equally invested in youth and workforce development. As a local business/organization you are integral to the program's success. We welcome you to explore the benefits of partnering with our dynamic program today!

## **What's In It for You?**

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In addition to the satisfaction of making a positive contribution to the community, our worksite partners benefit from the productivity of enthusiastic, energetic supplementary workers. Partnering with COACH provides our partners with the opportunity to train their future employees at no cost to them. It's like having your cake and eating it too!

## **How Do You Sign Up?**

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The process requires a few steps, but no need to worry, a COACH staff member will be readily available to walk you through the process and answer all your questions.

**Before We Begin:** Worksite partners agree to adhere to some basic supervisory and administrative policies and procedures. These policies are detailed in the Worksite Handbook, but we've outlined some of the major points below, for your convenience:

- Safety first. Communication a close second.
- COACH staff will visit your worksite on a weekly basis. The purpose of these visits is to collect timesheets, to ensure the continued safety of the intern/s, and to discuss any additional supports or services our worksite partners may need.



- Interns may only work at the approved worksite, and must be properly supervised at all times.
- Intern timesheets must be completed accurately by you or your staff, signed by staff and intern/s, and submitted every Monday (See attached ***Timesheet Instructions***)
- Worksite partners agree to complete a midterm evaluation and a final evaluation for each intern assigned (See attached ***Participant Evaluation***). These must be completed and submitted by program deadlines (See attached ***COACH Program Calendar***)
- Any disciplinary decisions affecting COACH Interns must be communicated with COACH staff as soon as possible.

## **Now that we've cleared that up, we can get started!**

***Step #1: The Authorized Worksite Representative of your organization will complete the Worksite Application and sign the Worksite Agreement***

- Worksite Application: This document includes information regarding your organization, intern job descriptions, requirements, and contact information. Please include as much detail as possible.
- Worksite Agreement: This document basically declares that you agree to follow program policies and procedures.

***Step #2: A COACH staff member will come by your worksite to ensure compliance with program safety and administrative requirements.***

- Pre Assessment: A COACH staff member will completed this form based on his/her observations, but may also have to ask you some questions
- Alternate Supervision Form: This form must be completed to ensure appropriate intern participant supervision at all times. You may complete this form yourself, or have the staff member complete it based on your responses.
- Worksite Closure Contingency Plan: This form must be completed to ensure that interns are provided the opportunity to work their required program hours, regardless of worksite closures. You may complete this form yourself, or have the staff member complete it based on your responses.

***Step #3: All above documents will be entered and submitted to our funder, the Department of Youth and Community Development (DYCD) for approval.***