



Saratoga County
DEPARTMENT OF EMPLOYMENT & TRAINING
Lisa M. Scaccia, Director

152 West High Street, Ballston Spa, NY 12020

TEL: (518) 884-4170 FAX: (518) 884-4262

MEMORANDUM

TO: Potential Worksites
FR: Katherine Raymond
DATE: March 28, 2013
RE: 2013 Summer Youth Employment Program

The Saratoga County Department of Employment & Training is gearing up for the 2013 Summer Youth Employment Program. Although we do not have confirmation at this time that the program is being funded for 2013, we are moving forward in the hope that it will be. We anticipate clarification and information regarding funding in the coming weeks.

As we have in the past, we are recruiting various schools, government organizations and non-profit agencies to seek their assistance by hosting youth workers this summer. Worksites need to offer meaningful work in a well-supervised environment while the Department of Employment & Training pays the wages and handles the payroll.

If you are interested in being a worksite for the program this summer, please fill out the attached application and return it to the above address with a current Certificate of Liability Insurance (see memo attached).

Kindly return the Worksite Application by May 1, 2013 to Katherine Raymond at the address above.

If you have any questions please contact: Ph: 518-884-4904
Email: kraymond@saratogacountyny.gov

Thank you in advance for considering being a worksite for the 2013 Summer Youth Employment Program!