



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

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## MEMORANDUM

TO: Potential Worksites  
FR: Katherine Raymond  
DATE: March 3, 2016  
RE: 2016 Summer Youth Employment Program

The Saratoga County Department of Employment & Training is gearing up for the 2016 Summer Youth Employment Program (overview attached). Although we do not yet have confirmation that the program will be funded for 2016, we are moving forward in anticipation of a positive outcome.

As in the past, we are recruiting various schools, government organizations and non-profit agencies willing to host youth workers for the summer. Worksites need to offer meaningful work in a well-supervised environment and the Department of Employment & Training will handle the payroll and wages.

If you are interested in acting as 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). Please note there are three separate work schedule forms on the application for work hours ranging from 20-30 per week. We will determine the hours and schedules once we have a budget to work with and a total number of jobs and eligible applicants.

Please note two changes for the 2016 program:

- 1) Youth will need to attend a one day mandatory Career Day (date TBD) during the summer and will not be able to work that day if it conflicts with assigned hours.
- 2) Youth are being provided with a wage incentive this year to encourage good work habits. All youth with no unexcused absences and satisfactory job performance will be eligible for a raise at the halfway point of their job.

***Kindly return the Worksite Application by April 8, 2016 or sooner to the address above.***

If you have any questions please contact: Katherine Raymond at 518-884-4904  
kraymond@saratogacountyny.gov

Thank you in advance for considering participation in the 2016 Summer Youth Employment Program!