SummerWorks: Common Questions and Answers

Application Process

1. **What are the requirements of SummerWorks?**
   a. Youth must be between the age of 14 and 21 years old, Boston resident, and income eligible

2. **I submitted my application online. What happens next?**
   a. Your application is not complete! Your application will not be considered complete until you have uploaded or brought ALL supporting eligibility documents to an ABCD local neighborhood office or to 19 Temple Place. Due to COVID restrictions, please call to schedule an appointment. Eligibility documents include:
      i. Printed and signed application. If youth is under the age of 18, your application must also be signed by a parent or guardian (page 1)
      ii. Printed and completed CORI. If youth is under the age of 18, your CORI must also be signed by a parent or guardian (pages 3-4)
      iii. All supporting eligibility documents as listed on the checklist (page 2)
      iv. The 4 pages mentioned are the first thing you should print (if you have a printer) upon finishing the online portion of the application. If you do not have access to a printer, please contact our office for assistance to request application to be mailed to you.
   b. Upon submitting all the above, your application will be reviewed for completeness and eligibility. You may check your status of your application by logging into your account at summerworks.net. Please allow a minimum of two weeks for processing time.

3. **What happens if someone in my household does not receive income?**
   a. Please contact our office for a Certificate of Zero-Income to be completed. By signing the certificate of Zero-Income, the household member is attesting that they do not receive any type of income.

4. **How do I know if my application is complete/check my status?**
   a. You may check your status of your application by logging into your account at summerworks.net. Please allow a minimum of two weeks for processing time.
   b. Also, check your email (and spam folder) for any updates as we process your documents.

5. **Why do you require so much paperwork to apply?**
   a. SummerWorks jobs are subsidized by many different funding sources. In order for ABCD to continue to receive funding, ABCD must follow certain guidelines.

6. **Why do I have to fill out a CORI?**
   a. CORIs are a requirement for our job placement process. All youth must a complete a CORI.

7. **I wanted to make a change to my application, but the system won’t let me. Why not?**
   a. Once the verification process of your supporting eligibility documents begins by an ABCD staff member, edits cannot be made directly by the applicant. Please contact your local ABCD neighborhood site or call ABCD Youth Services at 617-348-6548 to make any changes/additions.
8. Is there a deadline to submit applications online?
   a. No, a deadline has not been set yet for summer 2022. If we do set an online application, youth who have applied online may still submit documents after the online deadline has passed. We encourage you to apply before the end of April. Historically, youth who apply early have more opportunities for the lottery selection process.

9. Are paper applications available?
   a. No, SummerWorks applications are available online at summerworks.net. If you need assistance completing an online application, please contact your local ABCD neighborhood office or Youth Services (617-348-6548)

Lottery Process

1. How is eligibility determined?
   a. Eligibility is determined based on residency, age and household income guidelines + the documents you bring in to support those guidelines. Incomplete applications cannot be assessed for eligibility.

2. How are youth chosen to be hired?
   a. Once these guidelines are satisfied, eligible youth are placed in local neighborhood lotteries.

3. When will the lotteries be held?
   a. Lotteries will start mid-May. We will run lotteries until allotment is full for each neighborhood.

4. How will I know if I get a summer job?
   a. ABCD will contact you via phone and/or email provided on the application. If your phone and/or email changes, please contact our offices to update contact information.

5. Who needs a Work Permit
   a. Youth (14 – 17 yrs old) may not obtain a work permit until ABCD has hired them for a SummerWorks position. Your local ABCD neighborhood site or Youth Service Specialist (YSS) will give you the necessary paperwork, including a promise of employment, after you have been hired for a SummerWorks position.
   b. Note: Youth who are 14 and 15 yrs old will need to have their promise of employment signed by a doctor or physician in order to have their Work Permit issued to them.

Program Details

1. When will SummerWorks 2022 start/end?
   a. Tentative dates are July 5, 2022 – August 12, 2022

2. How much do I get paid?
   a. Youth are paid minimum wage of $14.25 an hour for hours worked

3. How many hours a week do I work?
   a. Youth on average are able to work up to 25 hours per week pending the type of job opportunity

4. What are the hours of a SummerWorks job?
   a. SummerWorks positions average 25 hours per week. The hours vary based on the worksite and the type of job opportunity. Theses hours will be between 8am and 6pm Monday through Friday.
i. Youth will not be asked to work before 8am or after 6pm, or on the weekend, regardless of age.

ii. Hired youth will find out where they have been placed and their hours after orientation

5. **Who pays my wages?**
   a. ABCD pays your wages.

6. **Is SummerWorks just a summer job?**
   a. No! SummerWorks is more than just a summer jobs program. It is a youth development program. In addition to working and earning wages, youth in the program will also develop real life skills, including financial literacy, conflict resolution, and wellness education.

7. **What type of work will I be working this summer?**
   a. Opportunities including working at a non-profit and/or government entity. Responsibilities may include working at desk, cadet programs, camps, offices, food pantries, day care, outside work, etc. All work for summer 2022 will be at a worksite; subject to change COVID restrictions and guidelines.

8. **What kind of support are available for SummerWorks participants?**
   a. Each SummerWorks participant will have an ABCD Youth Services Specialist (YSS). The ABCD YSS will serve as the liaison between the neighborhood site, worksite, and youth. The YSS will be the youth’s go-to person for questions, concerns, and general support. Youth will also receive guidance and support from the Worksite Supervisor.

**After SummerWorks**

1. **Will there be jobs available during the school-year?**
   a. School-year jobs depend on funding. We will contact summer applicants once we have secured that funding. Youth will then apply at abcdyouth.net for school-year opportunities. Feel free to also contact us in the fall at 617-348-6548 or youth@bostonabcd.org

2. **Tax Forms**
   a. Tax forms will be issued at the end of the January next year and mailed to your address on file.

**Other**

1. **Is the application the same as SuccessLink?**
   a. No. SummerWorks is a separate program and requires a separate application.