Mayor’s Youth Employment and Education Program

2020-2021 SCHOOL YEAR MYEEP APPLICATION

Eligibility

You must meet ALL of the requirements:

◇ In the 9th or 10th Grade
◇ Resident of San Francisco
◇ Currently enrolled in high school or GED Program
◇ Able to obtain a Work Permit
◇ Able to attend ALL training workshops

Application Submission

Rules

• Only complete applications will be accepted.
• Complete this packet application in BLUE or BLACK ink.
• The youth applicant must bring the application in person (no fax, email, scan allowed!).

DUE DATE

All applications must be turned in person by the YOUTH by Friday, September 4, 2020.

Each agency has a different application drop off process. Please check in with your MYEEP Coordinator if you would like to drop off your application in person!

Turning in your application does not guarantee acceptance. Turning in your application early will allow the coordinator to

MYEEP is a program of the Japanese Community Youth Council

QUESTIONS? Contact MYEEP central office at info@myeep.org or 415-202-7903
TURN IN YOUR APPLICATION
CIRCLE THE MYEEP LOCATION CLOSEST TO WHERE YOU LIVE
(If you have a special circumstance, please contact your coordinator to see if they will make an exception)

Bayview, Hunters Point
Bayview, Hunters Point
Chantel Heard- cheard@ycdjobs.org - Young Community Developers, 1715 Yosemite Avenue

Bernal Heights, Outer Mission
Lori Tran- ltran@bhnc.org, 415-206-2140 x143 - Bernal Heights Neighborhood Center, 515 Cortland Avenue
Available via email & phone MWF 11am-5pm

Chinatown, North Beach
Elaine Cheng- elainec@cycsf.org, 628-233-6290 - Community Youth Center, 1038 Post
Available via email, text, or call M-F 10am-6:30pm

Mission, Potrero Hill
Erin Rose Cruz- ecruz@horizons-sf.org - Horizons Unlimited, 440 Potrero Avenue
Available via email MTWF 9am-5:30pm

Oceanview, Merced, Ingleside
Tyree Johnson- Tyree@myeep.org, 415-860-7602 - OMI/Excelsior Beacon at Balboa High School, 1000 Cayuga Ave RM 28. Will accept phone calls M-F 9AM-7PM

Richmond
Christie Chi- christiec@cycsf.org, 628-233-6291 - Community Youth Center, 319 6th Avenue Suite 201
Call or text between 10am-6:30pm M-F

Sunset
Nicole Tuet- nicolet@cycsf.org, 628-233-6292 - Community Youth Center, 319 6th Avenue Suite 201
Will accept calls 10am-6:30pm M-F

Tenderloin, SOMA, Union Square
Katherine Ngo- kngo@seadcenter.org, 415-671-6793 - Southeast Asian Development Center, 166 Eddy Street
Will accept calls, text, or email M-F 10am-6pm.
If interested, schedule an appointment for virtual application assistance!

Visitacion Valley, Sunnydale
Lesette Gray- lesette@apafss.org, 415-724-1480 - APA Family Support Services, 50 Raymond Avenue 2nd Floor
Available via email & phone M-TR 2pm-5pm. No calls after 5pm.

Western Addition, Haight Ashbury
Joselin Bautista- 415-470-6048, Jbautista@ymcasf.org -Buchanan YMCA, 1530 Buchanan Street
Available via email & phone M-TR 10am- 5:30pm
MYEEP Program Overview

Program Goal
The goal of the program is to provide young people in San Francisco who have multiple barriers to employment with first-time work experiences that will support their ongoing participation and success in education and in the workforce.

Program Overview
MYEEP provides 10 weeks of pre-employment training that equips youth with skills that will help them succeed in the workplace. After youth complete the pre-employment training, they will be placed with a worksite based on their skills, interest and availability. Due to COVID-19, we may have a virtual internship experience. Youth may request worksites that they are interested in but we cannot guarantee placement with a particular worksite. As this is usually the first work experience a youth has, MYEEP strongly believes that there is a lot to learn at any of our worksites! Each MYEEP neighborhood agency location has an employment coordinator that supports the entire employment period and is the contact person for any questions regarding stipends, timesheets, paychecks, worksite issues, transition to school year programs, and referrals to other service providers.

How Much of A Commitment is MYEEP?
If you are involved in regular after school programs, clubs, or sports, it may not be possible to commit to the MYEEP program. MYEEP requires that you attend 3 workshops a week, Oct – Dec, and are available to work a minimum of 3 days a week, Jan – Apr. You may only miss a limited number of workshops before being terminated from the program.

- Academic Mentor Program (AMP): As a participant in MYEEP you will be asked to balance the commitment of school and work. To support academic success, participants spend one day per week in small groups working with an Academic Mentor during the training period (October – December). During AMP days you will receive tutorial support, as well as programming focused on classroom skills and strategies for academic success. Participants are expected to work toward maintaining a GPA of 2.0 or above while in the program.
- Internship Placements: MYEEP cannot guarantee placement with a particular worksite. Some examples of positions where MYEEP interns have been placed include: Virtual Intern with Each 1 Teach 1, Students Ambassador at Aspect Foundation, YouthTutor at Reading Partners, Teen Staff at Boys and Girls Clubs of San Francisco (various Clubhouses), Highschool Explainer at the Exploratorium Museum, Administrative Assistant at the SF Trial Lawyers Association, Youth Counselor at Bayview Opera House, Inc., just to name a few!

Selection Criteria
MYEEP reserves the right to ask applicants to submit documentation/proof for each selection criteria. Please be honest and accurate. No single criterion will determine whether or not you are accepted. Here are some of the things we consider when reviewing applications:

- Having significant and/or multiple barriers to employment as defined by the following: lack of previous paid work experience; experiencing financial hardship as a result of COVID-19; having one or more disabilities; poor school performance; low English proficiency; teen parenthood; living in a household that receives public assistance, is low income, resides in public housing; involvement in the juvenile justice system; receiving services from a case manager; living in foster care or a group home; identify as LGBTQ; and/or homeless.
- Residence within the targeted service area of a MYEEP program location.
- Lack of involvement in other enrichment activities.
- Shows a high level of responsiveness and communication, MYEEP Staff may attempt tp contact you throughout the application period if necessary. If we do not hear back from you, we'll have to move on.
**MYEEP does not operate on a first come, first serve basis.** No single criterion will determine whether or not an applicant will be accepted into the program. MYEEP does not discriminate against any person protected under the American Disability Act (ADA). MYEEP will make all reasonable accommodations to the best of its ability to ensure that people with special needs have an equal opportunity to participate. Please contact the coordinator at the program location where you are applying if you have any questions or need to request accommodations.

**MYEEP Program Structure**

**October to December:** Training Period – 6 hours a week  
  - 2 days of MYEEP Job Readiness Training (4 hours a week)  
  - 1 day of Academic Mentor Program (2 hours a week)  
  - Stipend based $20 for each 2 hour workshop  
  - Opportunity for cash bonuses and matched savings are available!

**Before the Internship period begins in January, you will be required to**  
  - Obtain a Work Permit  
  - Provide all necessary ORIGINAL and Current documents to prove employment eligibility in the U.S. (Social Security Card, Proof of Age, Proof of School, and Photo ID)  
  *If you do not have any of these documents, please start the process of getting it as soon as possible or discuss other options with your MYEEP Coordinator.*

**Social Security Card** – 1098 Valencia Street, 1(800) 772-1213, Cost: Free
**Birth Certificate** – 101 Grove Street Room 105, 554-2500, Cost: $14
**California ID** – 1377 Fell Street, 555-1170, Cost: $26

**January to April:** Internship Period  
  - Wage-based: $16.50/hour (above San Francisco’s minimum wage)  
  - 10 hours a week (2 hours at the MYEEP agency, 8 hours at the worksite)  
  - Field trips (MYEEP in SF Career Exploration Day, University Day UC Berkeley Campus Visit)  
  *Please Note: due to COVID-19 we may have virtual internship opportunities where participants can work remotely from home. This may result in a stipend based wage for the entirety of the program. We may have a limited number of worksite placements but will make sure all participants participate in an enriching MYEEP experience!*

**Application Checklist**

Complete application includes the following items:

<table>
<thead>
<tr>
<th>Program Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will be 14 on January 1, 2021.</td>
</tr>
<tr>
<td>I live in San Francisco.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have filled out the Family Income Information with my parent/guardian.</td>
</tr>
<tr>
<td>I have answered all three-motivation questions and provided an alternative contact.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Documents/ Tech Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have the required documents to present to MYEEP OR I have discussed my options with the coordinator of the agency I am applying.</td>
</tr>
<tr>
<td>I have access to a computer or device that will allow me to participate in virtual workshops and remote work OR I have let the coordinator know that I need support with gathering the necessary tech supplies needed to participate in the program.</td>
</tr>
</tbody>
</table>
Submission

I am turning in the application in person myself on a time and date listed as an application drop off period.

I have started to gather my work eligibility documents (e.g. social security, photo ID, proof of school, proof of age), or have discussed other options with my MYEEP Coordinator.

Personal Identification

<table>
<thead>
<tr>
<th>Legal First Name</th>
<th>Legal Middle Name</th>
<th>Legal Last Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Adopted English Name (optional)</th>
<th>Date of Birth (Month-Day-Year)</th>
<th>Age</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Apt/Unit #</th>
<th>SF, CA 94</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone #</th>
<th>Cell Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ __ __  -  __ __ __  -  __ __ __</td>
<td>__ __ __  -  __ __ __  -  __ __ __</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Resident # (if applicable)</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ __ __  -  __ __ __  -  __ __ __  -  __ __ __</td>
<td></td>
</tr>
</tbody>
</table>

How did you hear about MYEEP? Who referred you?

* Make sure you check your email and phone for any messages from our Coordinators about your application*

Demographics

<table>
<thead>
<tr>
<th>Have you been a MYEEP intern before?</th>
<th>Have you ever applied to MYEEP before?</th>
<th>Have you ever had a job before?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Current GPA</th>
<th>Current Grade Level</th>
<th>High School Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Month __ __ /Year__ __ __ __</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Female ☐</th>
<th>Male ☐</th>
<th>Transgender ☐</th>
<th>Gender Non-Conforming ☐</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>English Proficiency</th>
<th>☐ Fluent</th>
<th>☐ Somewhat Fluent</th>
<th>☐ Not Fluent</th>
</tr>
</thead>
</table>

Check all that apply ☐ Disabled ☐ LGBTQ ☐ I financially support my family ☐ I am a parent

Do You Have an Individualized Education Program (IEP)? ☐ Yes ☐ No ☐ Decline to state

☐ I have failed a Math class ☐ I have failed an English class

<table>
<thead>
<tr>
<th>Juvenile Justice</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I have a Probation Officer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Case Management

<table>
<thead>
<tr>
<th>Case Management</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I have a Case Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Where Do You Live (Please Check All That Apply)

- Family
- Single Parent Household
- Foster Home
- Group Home
- Homeless
- Self-Support
- Foster Home
- Homeless
- Self-Support

What Is Your Housing Status? Please Check All That Apply

- Permanent/ Stable Housing
- Homeless/ Transitional Supportive Housing
- Homeless/ Emergency Shelter
- Motel or Hotel
- Staying with friends, family, doubled up
- Homeless/ Unsheltered

Family Income Information Please have your parent/guardian assist you with this section

Check any of the following forms of government assistance/programs that anyone in your household receives:

- TANF
- Food Stamps
- Medi-Cal
- SSI
- GA
- Public Housing
- CalWORKs

How many people live in your household? ________

What is the combined total annual income of everyone in your household? Please check one.

- $0-$10,000
- $10,001 - $20,000
- $20,001 - $30,000
- $30,001 - $40,000
- $40,001 - $50,000
- $50,001 - $60,000
- $60,001 - $70,000
- $70,001 - $80,000
- $80,001 - $90,000
- $90,001 and above

Ethnicity This will not affect your application status. Please check the ethnicity you identify with.

<table>
<thead>
<tr>
<th>African American</th>
<th>Other Asian</th>
<th>Middle Eastern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Black</td>
<td>Caucasian/European</td>
<td>Pacific Islander - Guamanian</td>
</tr>
<tr>
<td>Asian - Chinese</td>
<td>European Other</td>
<td>Pacific Islander - Tongan</td>
</tr>
<tr>
<td>Asian - Japanese</td>
<td>Hispanic/Latino - Mexican</td>
<td>Pacific Islander - Hawaiian</td>
</tr>
<tr>
<td>Asian - Thai</td>
<td>Hispanic/Latino - South American</td>
<td>Pacific Islander - Samoan</td>
</tr>
<tr>
<td>Asian - Filipino</td>
<td>Hispanic/Latino - Central Am.</td>
<td>Pacific Islander - Other</td>
</tr>
<tr>
<td>Asian - Korean</td>
<td>Hispanic/Latino - Caribbean</td>
<td>Native American</td>
</tr>
<tr>
<td>Asian - Vietnamese</td>
<td>Hispanic/Latino – Other</td>
<td>Native Alaskan</td>
</tr>
<tr>
<td>Asian - Indian</td>
<td>Middle Eastern - Arab</td>
<td>Multiracial</td>
</tr>
<tr>
<td>Asian - Laotian</td>
<td>Middle Eastern - Iranian</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decline to State</td>
</tr>
</tbody>
</table>

Home Language Please check the main language spoken in your household

<table>
<thead>
<tr>
<th>English</th>
<th>Spanish</th>
<th>Cantonese</th>
<th>Mandarian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese</td>
<td>Korean</td>
<td>Laotian</td>
<td>Samoan</td>
</tr>
<tr>
<td>Tagalog</td>
<td>Toishanese</td>
<td>Vietnamese</td>
<td>Arabic</td>
</tr>
<tr>
<td>Russian</td>
<td>Khmer/Cambodian</td>
<td>American Sign Language</td>
<td>Other</td>
</tr>
</tbody>
</table>
School Schedule
Please write in any weekly commitments you will have this school year (including sports, music, lessons, counseling, classes, babysitting, religious commitments) and the time you are committed to attend.

For example, write “Dance Team 4pm-6pm” or “Take care of my baby brother 3pm – 4pm”

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Extra Information
We want to make sure you feel safe at work. Are there any neighborhoods or areas you do not feel comfortable or safe in?

Are there any restrictions on who you can work with? Are there any individuals you’ve been court ordered to keep a distance from?

If you are accepted into MYEEP, would you like to have a "paperless" work document process online or would you prefer to have all material mailed to the address you provided?

Do you have access to tech supplies that will support you in a virtual MYEEP internship experience if necessary? (Example: internet access, laptop, phone)

Did you or any members of your household experience income loss due to COVID-19?
Motivation Questions
In the space below, neatly write your answers to these three questions. (At least three sentences per question is recommended)

1. Explain why MYEEP would be a good fit for you? Describe how this income will support you financially.

2. What skills do you already have? Describe what skills and/or support you are hoping to gain from MYEEP.

3. What are your strengths? Describe how you use these strengths to support others.

Youth Commitment
By signing below, you are acknowledging the following:
• I am committing to attend all workshops and working all of my scheduled hours this school year.
• I am aware that I will be expected to exhibit professionalism, punctuality, and responsibility throughout the program.

Youth Signature __________________________________________ Date __________