



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

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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@cyssf.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@cyssf.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@cyssf.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 I Teach I, 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 to 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

- o 2 days of MYEEP Job Readiness Training (4 hours a week)
- o 1 day of Academic Mentor Program (2 hours a week)
- o Stipend based \$20 for each 2 hour workshop
- o Opportunity for cash bonuses and matched savings are available!

Before the Internship period begins in January, you will be required to

- o Obtain a Work Permit
 - o 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

- o Wage-based: \$16.50/hour (above San Francisco’s minimum wage)
- o 10 hours a week (2 hours at the MYEEP agency, 8 hours at the worksite)
- o 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:

Program Eligibility	
	I will be 14 on January 1, 2021.
	I live in San Francisco.
Application Components	
	I have filled out the Family Income Information with my parent/guardian.
	I have answered all three-motivation questions and provided an alternative contact.
Additional Documents/ Tech Access	
	I have the required documents to present to MYEEP OR I have discussed my options with the coordinator of the agency I am applying.
	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.

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

Please print neatly and use **BLUE** or **BLACK** ink

Legal First Name	Legal Middle Name	Legal Last Name	
Adopted English Name (optional)		Date of Birth (Month-Day-Year) ____-____-_____	Age
Home Address Apt/Unit # ____ SF, CA 94 _____			
Home Phone # ____-____-_____		Cell Phone # ____-____-_____	
Permanent Resident # (if applicable) ____-____-_____		Email Address	
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

Have you been a MYEEP intern before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever applied to MYEEP before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a job before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of School	Current GPA	Current Grade Level	High School Graduation Date Month ____ /Year _____
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Transgender <input type="checkbox"/> Gender Non-Conforming
English Proficiency	<input type="checkbox"/> Fluent	<input type="checkbox"/> Somewhat Fluent	<input type="checkbox"/> Not Fluent
Check all that apply <input type="checkbox"/> Disabled <input type="checkbox"/> LGBTQ <input type="checkbox"/> I financially support my family <input type="checkbox"/> I am a parent			
Do You Have an Individualized Education Program (IEP)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state <input type="checkbox"/> I have failed a Math class <input type="checkbox"/> I have failed an English class			
Juvenile Justice <input type="checkbox"/> I have a Probation Officer Name _____ Phone _____			
Case Management <input type="checkbox"/> I have a Case Manager Name _____ Phone _____			

Where Do You Live (Please Check All That Apply)

- Family
 Single Parent Household
 Foster Home
 Group 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
 \$30,001 - \$40,000
 \$60,001 - \$70,000
 \$10,001 - \$20,000
 \$40,001 - \$50,000
 \$70,001 - \$80,000
 \$20,001 - \$30,000
 \$50,001 - \$60,000
 \$80,001 - \$90,000
 \$90,001 and above

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

<input type="checkbox"/> African American	<input type="checkbox"/> Other Asian _____	<input type="checkbox"/> Middle Eastern - Other _____
<input type="checkbox"/> Other Black _____	<input type="checkbox"/> Caucasian/European	<input type="checkbox"/> Pacific Islander - Guamanian
<input type="checkbox"/> Asian - Chinese	<input type="checkbox"/> European Other _____	<input type="checkbox"/> Pacific Islander - Tongan
<input type="checkbox"/> Asian - Japanese	<input type="checkbox"/> Hispanic/Latino - Mexican	<input type="checkbox"/> Pacific Islander - Hawaiian
<input type="checkbox"/> Asian - Thai	<input type="checkbox"/> Hispanic/Latino - South American	<input type="checkbox"/> Pacific Islander - Samoan
<input type="checkbox"/> Asian - Filipino	<input type="checkbox"/> Hispanic/Latino - Central Am.	<input type="checkbox"/> Pacific Islander - Other _____
<input type="checkbox"/> Asian - Korean	<input type="checkbox"/> Hispanic/Latino - Caribbean	<input type="checkbox"/> Native American
<input type="checkbox"/> Asian - Vietnamese	<input type="checkbox"/> Hispanic/Latino - Other _____	<input type="checkbox"/> Native Alaskan
<input type="checkbox"/> Asian - Indian	<input type="checkbox"/> Middle Eastern - Arab	<input type="checkbox"/> Multiracial
<input type="checkbox"/> Asian - Laotian	<input type="checkbox"/> Middle Eastern - Iranian	<input type="checkbox"/> Other _____
		<input type="checkbox"/> Decline to State

Home Language Please check the main language spoken in your household

<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Mandarin
<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Laotian	<input type="checkbox"/> Samoan
<input type="checkbox"/> Tagalog	<input type="checkbox"/> Toishanese	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Arabic
<input type="checkbox"/> Russian	<input type="checkbox"/> Khmer/Cambodian	<input type="checkbox"/> American Sign Language	<input type="checkbox"/> Other _____

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"

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

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?

