

Application to be used through 5/31/26

NIAGARA'S WORKSOURCEONE

NIAGARA COUNTY EMPLOYMENT & TRAINING, One Stop Operator

1001 Eleventh Street, Niagara Falls, NY 14301
(716) 278-8182
www.worksource1.com

Worksites are offered throughout Niagara County

What is the Sumer Youth Employment Program?

The Summer Youth Employment Program is a TANF-funded program that provides Niagara County youth ages 14-20 with work experiences through subsidized placements in the private and government sectors. To be eligible for the program, you must be at least 14 years-old by June 30, 2026 and cannot be older than 20 on June 30, 2026. If you are 18 or older, there must be someone in your household under the age of 18 or a pregnant family member. Your family must also meet the following income guidelines*:

Family Size	Annual Income	Family Size	Annual Income
1	\$31,300	6	\$86,300
2	\$42,300	7	\$97,300
3	\$53,300	8	\$108,300
4	\$64,300	9	\$119,300
5	\$75,300	10	\$130,300

For families / households with more than 10 persons, add \$11,000 for each additional person.

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation 200% of Poverty Income Guidelines for 2026. Subject to change.

***If you receive Family Assistance, Safety Net Family Assistance, SNAP, Medicaid, SSI, or HEAP, you are automatically income eligible.**

Through this program, we strive to provide young people with the opportunity to:

- Earn money, obtain financial literacy education, and gain meaningful work experience
- Learn and develop the skills, attitudes, and commitment needed to succeed in today's world of work
- Gain exposure to various career industries

When is the Youth Employment Program?

The majority of jobs will start on July 1, 2026 and will end by September 30, 2026

How many spaces are available this year?

The amount of funding will determine how many youth we can hire. We encourage youth to apply early and attend scheduled appointments. Completing the application does not guarantee that you will receive a job. The application is just the first step in determining if you meet the program's eligibility requirements.

Who do I contact for more information?

Program dates and information are subject to change. For the most up-to-date information about the Youth Employment Program, please visit:

www.worksource1.com

If you have additional questions or need help completing your application, you can contact us at:
(716) 278-8108

Turn over

How do I apply for the Summer Youth Employment Program?

Complete an application. Applications are available at all Niagara County Public School Guidance Offices, Niagara County One-Stop Career Centers, Local Human Service Agencies, and online at www.worksource1.com. Applications can be mailed to the Niagara County Employment & Training Dept., 1001 Eleventh Street, Niagara Falls, NY 14301, or dropped off at this location Monday through Friday between the hours of 8:30 am - 3:00 pm. They may also be emailed to dawn.cody@niagaracounty.com or faxed to (716) 278-8149.

To be considered for the program, completed applications must be returned with the following documents:

- Copy of your Social Security Card
- Copy of your Birth Certificate
- Copy of your photo ID
- Recent Report Card – Most Show Attendance Record
- Proof of address (if different from address listed on report card)
- Original Working Papers for youth 16-17 years of age (Green Card) for youth 14-15 (Blue Card).
Working paper applications can be obtained at your school and must be submitted through your school guidance counselor. They will provide you with your Working Papers (Green or Blue Card).
- Males 18 years of age or older must present evidence that they have registered for Selective Service in compliance with Section 3 of the Military Selective Service Act.
 - To get your Registration verification from the Selective Service website, go to: www.sss.gov/regver/wfverification.aspx and print the resulting verification
- If you are under 18, your Parent or Guardian must sign the application
- If you are in school, a School Official must complete the bottom portion of the application.
- **Depending on your situation, additional documents may be requested. It is in your best interest to apply early.**

What happens after I complete the application and turn in all of my documents?

If you are being considered for the program, the next step in the process will be the interview. You will either get a letter in the mail or a phone call asking you to come in for an interview. Please make sure that the information you provide on your application is accurate. **If you move or your phone number changes, please contact us immediately.**

What are the expectations for Youth Participants?

Once you are approved to participate and receive your job assignment, you will be expected to report to your worksite daily and to follow all rules established by your employer and worksite supervisor. You are expected to be active and engaged, and to put forth your best effort while on the job. Each youth is assigned a Niagara County staff person who will act as a liaison to the employer. Any participants who are unable to maintain good standing with the employer will be subject to termination from the job.

How will Youth Participants get paid?

All participants in the Youth Program will be paid \$16.00 /hour. Participants will only be compensated for time worked and up to the maximum number of hours permitted by the program.

You will receive a paycheck weekly. **You are strongly encouraged to open a checking or savings account now so that you do not have to pay fees for check cashing. You will also be encouraged to use direct deposit so you will not experience delays in accessing your money.**

SUMMER YOUTH EMPLOYMENT PROGRAM APPLICATION – 2026

Niagara County Employment and Training

1001 Eleventh Street, Niagara Falls, NY 14301

(716) 278-8182

www.worksource1.com

Worksites are throughout Niagara County, not just in Niagara Falls

Personal Information:

Name _____ Social Security # _____ DOB _____

Address _____ Age _____
Street City State Zip Code

1st Phone _____ 2nd Phone _____

Gender: Male Female This information required by government funding. Please report gender listed on your birth certificate

Email Address _____

U.S Citizen: Yes No If NO Immigration status (# 1 through 15) (see last two pages) that applies: _____ If eligible to work in the United States: INS Form # _____ Alien. # _____

Date of Entry into United States: _____

If you are a male 18 years of age or older, did you register for Selective Service? Yes No Reg# _____

Have you ever been convicted of a crime (Felony or Misdemeanor) ? Yes No

Educational Status: Are you attending school now? Yes No **If Yes, the School Official section on the back of this form must be completed by a School Official. If not completed, your application will not be considered for employment:**

If Yes, Name of School _____ Grade _____ What time do you get out of school? _____

If No, Highest Grade Completed _____ Do you have a GED/TASC or HS Diploma? Yes No Year Received _____

Employment Record:

Are you employed now? Yes No If you have ever been employed, please list the information below:

Business Name _____ Dates Worked _____ to _____

Address _____
Street City State Zip Code

Job Title _____

Job Duties (Include Tools & Machines Used) _____

Reason for Leaving _____

Still willing to accept employment in this field? Yes No If no, why not? _____

Why are you applying for the Youth Employment Program? _____

Have you ever participated in: Summer Youth Employment Program (Year-round) Work Experience Program Neither

Household & Income Information: Do you (the youth applicant) currently receive benefits under one or more of these programs?

Programs	Circle Yes or No	Please List Names
Family Assistance or Safety Net	YES NO	
SNAP	YES NO	
SSI (Supplemental Security Income)	YES NO	
Medicaid	YES NO	
HEAP	YES NO	

If you do not currently receive one of the programs listed above, please tell us about any income of your family members. Include the gross income (income before taxes and deductions) of each family member who lives with you. Family members include your mother, father, stepmother, stepfather, any brothers or sisters (including half-siblings) who are under 18 years of age (or 18 and in secondary school) and these siblings' parents. If you have a child of your own, you should include that child, any brothers or sisters of the child, and the child's parent if they live with you. List all sources of gross income, including wages, social security benefits, public assistance benefits, child support, alimony, etc. received and any other recurring income of a family member. You do not need to include any earned income (wages) received by you or any other family member who is under 18 years of age (or 18 and in secondary school) but must include any unearned income. All information is subject to verification by Niagara County Employment & Training Department staff members.

Name	Age	Relationship	Income Source: Wages, Social Security, Etc.	Amount	Yearly	Monthly	Weekly
Number of family members in household:							

Niagara County Employment & Training is committed to providing service to individuals in accordance with Affirmative Action, Equal Employment Opportunity, and Americans with Disabilities Regulations. It is our intent and assurance that no person shall be discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

The following information is requested for statistical purposes and to determine any special needs:

Disability: Physical Learning Other _____
 Pregnant or Parenting Teen Foster Child Homeless or Runaway
 Any Special Needs or Required Accommodations? Yes No If Yes, Please Explain _____
 Have you been subject to the juvenile or adult justice system? Yes No
 History of Drug/Alcohol Abuse? Yes No Veteran? Yes No Disabled Veteran
 White/Non Hispanic Black/Non Hispanic Hispanic American Indian/Alaskan Native Asian/Pacific Islander

Applicant:

The individual signing this application may be asked to prove any or all of your statements. If we ask you to do this, we will tell you how to prove your statements. We are asking for Social Security number(s) because any person applying for or receiving federal TANF services must give us his/ her Social Security number; Social Security numbers are required under federal law (Section 409(a)(4) of the Social Security Act) and federal regulations (45 CFR 264.10). We may use Social Security number(s) to do computer matches with other programs to prove you are receiving these programs (for example, SNAP), to do a computer match to verify other information on the application, or to verify your alien status. If you disagree with any decisions we make regarding your eligibility to receive TANF services, you may have your certification reviewed by a person at a level above the person who made the first decision. By signing this, I am swearing, under penalty of perjury, that all of the above statements are true to the best of my knowledge and that I am willing to cooperate with any efforts to verify the information provided. If the applicant lives with his or her parents, a parent or other adult relative caretaker must sign this form for the application to be complete. The Commissioner of the Department of Social Services or his or her designee must sign for children in foster care. I give permission for the Niagara County Employment & Training Youth Employment Program to conduct a background check if required by potential worksite. If necessary, I give the Niagara County Employment & Training Department permission to verify my Selective Service Registration. I also give the Niagara County Employment & Training Department permission to verify my case number, cash and SNAP amounts, opening date, address, and/or date of birth, through contact with Niagara County Department of Social Services. All information is kept confidential. My signature below indicates that the information I have provided is true and correct to the best of my knowledge.

Applicant Signature

Date

Parent/Guardian:

I give permission for my child to participate in the Niagara County Employment & Training Youth Employment Program, and for the program to contact my child's school to obtain additional information including: report card, graduation information, IEP, etc. and/or to conduct a background check, if necessary. I also give the Niagara County Employment & Training Department permission to verify my and/or my child's case number, cash and SNAP amounts, opening date, address, and/or date of birth, through contact with Niagara County Department of Social Services. All information is kept confidential. My signature below indicates that the information I have provided is true and correct to the best of my knowledge.

Parent/Guardian Signature

Relationship to Applicant

Date

This section must be completed by a School Official if youth is in school.

Does this student have at least 90% attendance? Yes No If no, what is their attendance rate? _____%
 Has this student had any suspensions this school year? Yes No

School Official Signature

Title

Phone Number

Date

STATUS	Relevant Date for Eligibility	Common Documentation
1. Refugees	Entry	<p><u>I-94</u>: stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, RE4" or</p> <p><u>I-551</u>: stamped "R8-6, RE5, RE6, RE7, RE8 or RE9" or</p> <p><u>I-571</u>: Refugee Travel Document or</p> <p><u>I-688B</u>: Employment Authorization Document annotated with "8 C.F.R. § 274a.12(a) (3)" or</p> <p><u>I-766</u>: Employment Authorization Document annotated "a3"</p>
2. Cuban/Haitian Entrants	Status Granted	<p><u>I-94</u>: stamped "Cuban/Haitian Entrant (status pending)," "Section 212(d) (5) of the INA," "Form I-589 filed," or "CU6," or CU7" or</p> <p><u>I-94</u> stamp showing parole under Section 212(d)(5) of INA or stamp showing parole in US on or after 10/10/80 and reasonable evidence that parolee has been a National (citizen) of Cuba or Haiti or</p> <p><u>I-551</u>: stamped "CU6, CU7, or CH6" or</p> <p>Temporary <u>I-551</u> stamp in foreign passport. or</p> <p>USCIS notice or letter indicating ongoing exclusion or deportation proceedings or</p> <p>A document from USCIS indicating individual applied for asylum.</p>
3. Asylees	Status Granted	<p><u>I-94</u>: stamped "Granted asylum under Section 208 of the INA" or</p> <p><u>I-551</u>: Stamped "AS1, AS2, AS3, AS6, AS7, or AS8" or</p> <p><u>I-688B</u>: Employment Authorization Card annotated with "8 C.F.R. § 274a.12(a)(5)" or</p> <p><u>I-766</u>: Employment Authorization Document annotated "(a5)" or</p> <p>Grant letter from USCIS Asylum Office or</p> <p>Order of an immigration judge granting asylum.</p>
4. Amerasian Immigrants	Entry	<p><u>I-94</u>: stamped "AM1, AM2, AM3, AM6, AM7, or AM8." Derive date of entry from date of inspection on stamp; if date is missing, obtain from I-551 or from USCIS or</p> <p><u>I-551</u>: stamped "AM1, AM2, AM3, AM6, AM7, or AM8" or</p> <p>Temporary <u>I-551</u> stamp in foreign passport or</p> <p><u>I-571</u>: Refugee Travel Document or</p> <p>Vietnamese exit visa or passport stamped "AM1, AM2, or AM3"</p>
5. Deportation or Removal Withheld	Status Granted	<p><u>I-688B</u>: Employment Authorization Card annotated with "8 C.F.R. § 274a.12(a)(10)" or</p> <p><u>I-766</u>: Employment Authorization Document annotated "(a10)" or</p> <p>Order from Immigration Judge showing the date deportation was withheld under Section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under Section 241(b)(3) of INA</p>
6. Certain Hmong or Highland Laotian	Status Granted	<p><u>I-94</u>: stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, or RE4" or</p> <p><u>INS I-551</u>: Stamped "RE5, RE6, RE7, RE8, or RE9" or</p> <p>Has a signed affidavit sworn under penalty of law that s/he was a member of Hmong or Highland Laotian tribe between 8/5/64 and 5/7/75 or a verified spouse*, widow, widower or unmarried dependent of a tribal member and</p> <p>Documents to show lawfully residing in the US</p> <p>Divorced spouses do not qualify</p>
7. Lawfully Admitted For Permanent Residence (LPR) without 40 Qualifying Quarters	Entered Before 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	<p><u>I-551</u>: (Permanent Resident Card) or</p> <p>Temporary <u>I-551</u> stamp in foreign passport or on <u>I-94</u>, or</p> <p><u>I-327</u> (Re-entry Permit) or</p> <p><u>I-181</u>: Memorandum of Creation of Lawful Permanent Residence with approval stamp</p>
8. Veteran, spouse, unmarried surviving spouse and unmarried dependent child of a U.S. veteran who fulfilled minimum active duty requirement (2 years)	Status Granted	<p>A Discharge Certificate (Form DD-214) that states "Honorable." A character of discharge "Under Honorable Conditions" is not an "Honorable Discharge" for these purposes. Narrative Reason for Separation block must not state that discharge was for reason of "alienage" or lack of U.S. citizenship</p>

STATUS	Relevant Date for Eligibility	Common Documentation
9. Active Military: Active duty or a member of the Armed Forces on full-time duty in the Army, Navy, Air Force, Marine Corps or Coast Guard, spouse and children	Status Granted	Military Identification Card (<u>DD Form 2</u>) (Active) that lists an expiration date of more than one year from the date of determination. If ID card is due to expire within one year from the date of determination, use a copy of current military orders.
10. Conditional Entrant (status granted to refugees before 1980)	Entry	<u>I-94</u> with stamp showing admitted under Section 203(a)(7) of INA or <u>I-688B</u> (Employment Authorization Card) annotated "274a.12(a)(3)" or <u>I-766</u> (Employment Authorization Document) annotated "(a1)" or "(a3)
11. A US citizen's or LPR's battered spouse or child, or parent or child of such person, who obtains "Notice of Prima Facie Case from USCIS under the Violence Against Women Act (VAWA)	Entered Before 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	I-797 (Notice of Action) indicating prima facie eligibility of an I-360 self-petition under INA Section 204(a)(1)(A) (iii) or (iv); or INA Section 204(a)(1)(iii)(B) (i) or (iii)
12. Victim of Human Trafficking	Entry	Certification Document (for adults) or Eligibility Letter (for children) from the Office of Refugee Resettlement (ORR); Must call 1-866-401-5510 for verification or <u>I-94</u> Coded T1, T2, T3, T4 or T5 stating admission under Section 212(d)(5) of the INA if status granted for at least one year
13. Parolee (for at least one year) (Non-citizens who have been allowed to come into the U.S. for humanitarian or public interest reasons)	Lawfully Residing in U.S. on 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	<u>I-94</u> with annotation "Paroled pursuant to Section 212(d)(5)" or "parole" or "PIP" with date of entry and date of expiration indicating one year or <u>I-688B</u> annotated "8 CFR Section 274a 12(a)(4) or 274(a) 12(c)(11)" or <u>I-766</u> annotated "C11" or A4, and <u>I-94</u> indicating admitted for at least one year
14. North American Indian born in Canada	NA	<u>I-551</u> : (Permanent Resident Card): stamped "S1-3", temporary <u>I-551</u> stamp in a Canadian passport or <u>I-94</u> : stamped "S1-3" or <u>Tribal document</u> certifying at least 50% American Indian blood, as required by Section 289 of the INA or documented member of a federally recognized tribe and School records, or A birth or baptismal certificate issued on a reservation, or Other satisfactory evidence of birth in Canada
15. Member of federally recognized tribe born outside U.S.	NA	Membership card or other tribal document demonstrating membership in a federally recognized Indian tribe under Section 4(e) of the Indian Self-Determination and Education Assistance Act

The questions on application are not a qualifier, but may be used to determine applicant placement into positions or when positions are limited. COMPLETION OF THIS FORM DOES NOT INDICATE ACCEPTANCE INTO PROGRAM. FUNDING DICTATES THE AMOUNT OF YOUTH WE ARE ABLE TO HIRE. Equal Opportunity Employer/Program, Auxiliary aids and services available

WAIT.....

- ✓ ***Did YOU SIGN the application?**
- ✓ ***Did your PARENT OR GUARDIAN SIGN the application, if you are under 18 years old?**

AND.....

Your application is NOT COMPLETE until you bring in:

- Copy of your birth certificate
- Copy of your Social Security Card
- Copy of your picture ID
- Proof of Address
- Recent report card - Must show attendance record
- Working Papers (Original working papers can be obtained by calling your school guidance counselor)

If you have additional questions,
you may call (716) 278-8108.

