Memorandum

MIAMI-DADE COUNTY

Date: June 17, 2015

To: Department Directors

From: Carlos A. Gimenez
Mayor

Subject: Ready-To-Work Employment Program

I am pleased to announce the launch of the Ready-To-Work Program. The goal of this program is to promote continued economic growth in the community by providing young adults ages 18-24 with the opportunity to improve their work-readiness skills while earning an income. This program falls under my "Actively Investing in Miami-Dade" (the AIM initiative) and is a partnership between Miami-Dade County and CareerSource South Florida.

Eligible participants must reside in either Miami-Dade or Monroe Counties, be eligible to work in the U.S., and meet income eligibility requirements. The selected participants will work 20 hours per week for a total of up to 160 hours, and their salary will be paid by CareerSource South Florida.

If your department is interested in hosting a participant, please submit the attached form directly to HR Recruitment Specialist Sandra Williams by Friday, June 26, 2015.

Further information on the Ready-to-Work Program can be found at https://careersourcesfl.com. You may also obtain further information about AIM Initiative at http://www.miamidade.gov/aim/.

If you have any questions, please contact Sandra Williams at 305-375-2687 or Natalie Tooks, Supervisor, Recruitment and Internal Placement, at 305-375-5759.

Attachment

c: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners
Office of the Mayor Senior Staff
Rick Beasley, Executive Director, CareerSource South Florida
Virginia Washington, Division Director, Human Resources
Department Personnel Representatives

CareerSource
SOUTH FLORIDA

READY TO WORK

EMPLOYMENT PROGRAM

CareerSource South Florida (CSSF) announces the launching of the Ready To Work Employment Program. The program will assist young people gain an understanding about various careers, the workplace, and appropriate employment skills by linking them to employers for work experience and career advice. The program will provide young adults with entry-level positions within local businesses, governmental agencies/ departments, and community-based organizations.

The program will afford young adults employment opportunities to enhance their work readiness skills while earning a paycheck supported by CareerSource South Florida. Eligible participants must be 18-24 years of age, reside in Miami-Dade County, and meet other eligibility requirements. Young adults will be placed in entry-level positions and have the opportunity to earn an hourly wage of $10.00.

For more detailed information about the Ready To Work Employment Program and registration for employers and young adults, please visit CareerSource South Florida's website: **www.careersourcesfl.com** or call **305-594-7615**.

CareerSource South Florida is an equal employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via Florida Relay 711.

BENEFITS FOR HIRING YOUNG ADULTS -

Our greatest resource is our young people:

- They bring new ideas and perspectives to the workplace
- They are eager and willing to learn
- They are enthusiastic, energetic and physically active
- They are creative, adaptable, open minded and learn quickly
- They are not afraid of technology or change
- They are a wealth of knowledge
- They are very comfortable in a diverse workplace
- Youth represent the future of business

To Qualify Young Adults Must:

- Be between 18-24 years of age
- Live in Miami-Dade or Monroe Counties
- Be a citizen or eligible to work in the U.S.
- Qualify as low income

Pay Rate and Hours:

- Paid $10.00 hourly
- Paid for no more than 160 hours (entire program)
- Allowed to work up to 30 hours per week
- Participate in 20 hours of work readiness training

An investment in South Florida's young adults is an investment in our community and our future...

LIST OF REQUIRED DOCUMENTATION

You must provide **ONE** hard copy document for each of the categories listed below (if applicable):

AGE & NAME: Must be between 18-24 Years of Age
- Birth Certificate
- State Driver's License (current)
- Social Services Agency Records
- Social Security Card (signed)
- Alien Registration Card/Work Permit
- School Records/ID Card

PROOF OF RESIDENCY:
- State ID Card/Driver License (current)
- Phone Directory (whitepages.com)
- Postmarked Mail Addressed to Applicant
- Utility Bill/Statement (30 days to current)
- Federal, State, Local Gov. Card (current)
- School Record/ID Card

SOCIAL SECURITY NUMBER:
- Social Security Card (signed)
- Employment Records/Pay Stub (must contain SS#)
- Social Services Agency/Public Assistance Records
- Social Security Benefits Documents
- W-2 Form

FAMILY SIZE:
- Birth Certificates (Applicant & Family Members)
- Public Assistance/Social Service Records
- Tax Return Supported by IRS Documents
- Disability Documentation
- Public Assistance/Social Service Agency Records

FAMILY/INDIVIDUAL ANNUAL INCOME:
- Employer Statement/Pay Stub
- Bank Statement (Direct Deposit)
- Unemployment Insurance Documentation
- Alimony Agreement
- Public Assistance (current)
- Food Stamps (current)
- Social Services Agency Records (30 days)

SELECTIVE SERVICE REGISTRATION:
- Males 18 Years & Older
- Website Printout (www.sss.gov)
- Selective Service Registration Card/Records

CITIZENSHIP/ALIEN STATUS:
- Alien Registration Card/ Work Permit
- Birth Certificate
- Naturalization Certification
- Social Security Card Stamped "Work Eligible"

CareerSource SOUTH FLORIDA

ACTIVELY INVESTING IN MIAMI-DADE

READY TO WORK

EMPLOYMENT PROGRAM

PROGRAM DESCRIPTION:

The **READY TO WORK EMPLOMENT PROGRAM** was developed to assist young people between the ages of 18-24 gain an understanding about careers, the workplace, and appropriate employment skills by linking them to employers for work experience, and career advice. The program is a public/private collaboration between Miami-Dade County Mayor's Office, CareerSource South Florida, the business community, public sector, and community based organizations.

PROGRAM GOALS:

- To provide employment opportunities to young people, ages 18-24.
- To provide meaningful and well structured employment activities.
- To partner with the business community, public sector, and community based organizations.
- To provide opportunities that lead to unsubsidized employment.
- To develop long term employment opportunities for young people.

PROGRAM OUTCOMES:

- The employer community will benefit from highly motivated young adults in their workplace while providing crucial career building opportunities.
- Young adults will gain valuable work readiness skills, tangible workplace experience, and benefit financially.

For Registration & Participation
Visit Us Online Today:
www.careersourcesfl.com

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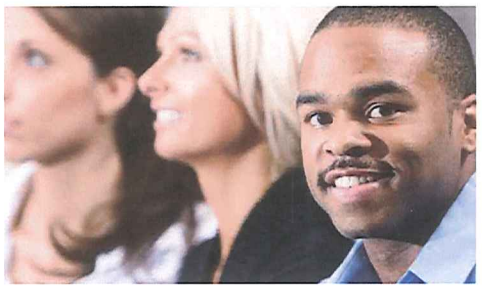

READY TO WORK
EMPLOYMENT PROGRAM