

### When will the WLG applications be available?

WLG applications will be available September 3<sup>rd</sup>, 2019.

### How do I qualify for WLG?

To be eligible for WLG, you must be at least 16 years old but not over 21 years old as of October 1st, 2019. You must also permanently reside within the five boroughs of New York City, be enrolled in school and had been a 2019 SYEP or ISY participant. (additional requirements for Career Ready applicants)

### Do I have to pay any fees to apply or work for WLG?

No. DYCD does not require a fee for applying to WLG. WLG providers, worksites, or any other parties are not allowed to charge a fee for participation in WLG. To apply for WLG, you only need to submit a completed application either online or in person to an authorized WLG provider.

If selected for the program, you will need to submit further documentation to verify the information on your application. You will be responsible for obtaining and providing these documents at that point (see the list of required documents).

During the program, you may be responsible for your own transportation to and from work as well as your own meals. These are the only out-of-pocket costs that you should incur while working for WLG.

### How do I apply for WLG?

Visit [www.nyc.gov/dycd](http://www.nyc.gov/dycd) and complete the application online. You can also download and print a copy of the application, complete and return it to a community-based WLG provider.

### Where can I obtain a WLG application?

To obtain an application, you can do any one of the following:

- Visit the DYCD website ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)) to download and print out a copy;
- Review the list of authorized WLG providers on the DYCD website ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)) and visit any of these providers to obtain an application

**DYCD cannot mail applications to you, nor do we accept applications by mail.**

### Where do I submit my WLG application?

You must submit your application to an **authorized** WLG provider. The list of these providers is attached to the application; you can visit the DYCD website ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)) to obtain the list of WLG providers.

OR

Fill out the application online at [www.nyc.gov/dycd](http://www.nyc.gov/dycd). Then submit it electronically to the WLG provider of your choice. Review the list of required documents and have them ready (see Required Documents Checklist). You do not have to submit any required documents to the WLG provider until you have been selected for a job.

### What is a WLG provider?

WLG is run by community-based organizations that are authorized to operate the program. They provide application intake and enrollment, job placements and process the payroll for the WLG participants that are part of their program. **They are the only organizations to which you may submit your WLG application.** When you apply for WLG, you will have the opportunity to select the WLG provider that you would like to work for.

You can view a list of community-based WLG providers on this website.

### When is the deadline to submit a complete WLG application?

The deadline to submit a complete WLG application to an authorized WLG provider is **September 13<sup>th</sup> 2019**.

### When will WLG start?

WLG is a twenty-two (22) week program that will begin on Wednesday October 2<sup>nd</sup>, 2019 and continue through Friday, March 7<sup>th</sup>, 2020.

### **Can I submit more than one WLG application? Does it increase my chances to be selected for a job?**

*No, only the first application submitted will be accepted.*

### **Will I receive a receipt confirming that I have submitted a WLG application?**

*Yes. If you are submitting an online application, you will be given an opportunity to print out a receipt and the completed application. If you are submitting an application by hand to an authorized WLG provider, you should also receive a receipt for the submission of your application.*

### **How will WLG applicants be selected?**

*DYCD will conduct a computerized lottery of complete applications to determine whether applicants are offered a job.*

### **How does the lottery work?**

*Applicants submitting a complete application to an authorized WLG provider are placed into a pool for potential selection. The WLG computer system will randomly select complete applications for enrollment into WLG.*

### **How will I know if I am selected to participate in WLG?**

*The authorized WLG provider where you submitted your application will contact you if you have been selected through the lottery.*

*To be notified, it is necessary that you provide your correct contact information (address, telephone number, email address). The WLG provider will also have a list of participants that are selected for a job at their intake site.*

### **How can I check on the status of my WLG application?**

*Visit the DYCD website ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)) and follow the instructions, or contact the authorized WLG provider where you submitted your application.*

### **Do I need Working Papers?**

*Yes. If you are selected for a WLG position and you are under the age of 18 (as of October 1<sup>st</sup>, 2019, you must submit your most current working paper. Working papers can be obtained through any New York City Public High School or [District Family Advocates](#) office or call the NYCDOE at 718-935-2000.*

### **Besides a WLG application and Working Papers what other documentation is required?**

*If you are selected for a WLG position, you will need to also provide copies of documents that will verify the information that you have provided on your application. You will also be required to submit a current picture ID (ie: school ID, NYS ID). You can download a list of required documents from the WLG website. To find the list, you can go back to the 'WLG Documents' menu to access it.*

*Note that if you are a male, 18 years or older at the time of enrollment, you must provide proof of Selective Service registration. To register or obtain proof of registration, you can visit the Selective Service website at [www.sss.gov](http://www.sss.gov).*

### **How much does WLG pay?**

*WLG participants will earn the New York State minimum wage and may work up to 10 hours per week. (With an opportunity to work 25 hours per week during school holiday recess sessions)*

### **How will I be paid?**

WLG participants are paid every two weeks in one of two ways. The default method is directly through a debit card. Please review the WLG Debit Card instructions that are included in your debit card packet. You can also visit our website at [www.nyc.gov/dycd](http://www.nyc.gov/dycd) (under Work, Learn & Grow Employment Program) for more information and instructions on how to access your earnings.

or

You may select to receive your pay via Direct Deposit. This allows you to have your earnings directly deposited in your own personal Checking or Savings bank account. After completing enrollment, you will receive additional information about Direct Deposit if you choose this pay process. Note: You must have an existing active bank account to use this option. You may also open a new account with a banking institution of your choice.

Note: You will not be allowed to utilize the 2019 SYEP Debit Card for WLG earnings.

### **What will my work week consist of?**

Your WLG hours will consist of a combination of instructional and work hours. The actual work schedule will be developed and provided by the worksite to which you are assigned.

### **Can I work on weekends?**

Work on weekends is permitted but it is up to your WLG provider and the worksite. Your total hours for WLG cannot exceed 10 hours per week. (With an opportunity to work 25 hours per week during school holiday recess sessions)

### **Can I work overtime?**

No. WLG cannot pay for overtime. If you are asked by the worksite to work overtime, you must inform your WLG provider.

### **Can I attend school and also participate in WLG?**

Yes. Attending school is an eligibility requirement to participate in this program. Your WLG provider should make every effort to arrange a schedule that accommodates both school and work.

### **What types of jobs are available?**

The WLG provider will determine the range of placement possibilities. WLG offers jobs as clerical, hospital, camp, cultural and custodial aides in government and nonprofit agencies. The WLG providers may also provide jobs in private, for-profit companies in a variety of industries.