



DEPARTMENT OF JOB AND FAMILY SERVICES

185 Shady Lane Drive, Norwalk OH 44857 ♦ www.huroncountydjfs.org
419-668-8126 or 1-800-668-5175 ♦ Fax 419-668-4738

CCMEP/F.Y.R.E. Employer Agreement

Employer Name:			
Address:	City:	State:	Zip Code:
Primary Contact:		Facsimile (if applicable):	
Phone Number:	E-mail:		

This agreement is made between Huron County Department of Job and Family Services (HCDJFS) and the employer listed above to provide short-term employment (not to exceed 6 accumulated months) and training services to eligible and participating youth. The Comprehensive Case Management and Employment Program (CCMEP), herein referred to as Fueling Youth with Resource and Education (F.Y.R.E.), is authorized and funded under the Temporary Assistance to Needy Families (TANF) and/or Workforce Innovation and Opportunity Act (WIOA) grant(s). The program is designed to enable eligible young adults (ages 14-24) to develop basic work habits, learn occupational skills, and/or gain valuable work experience that will assist the participant in obtaining unsubsidized employment in the future.

This agreement provides the following assurances:

- All activities will be in compliance with current Fair Labor Standards.
- All Ohio minor labor laws will be followed if the participant is under the age of 18 and subject to these laws.
- There will be enough meaningful work to keep participants fully occupied.
- Work will be conducted in a safe and sanitary work environment.
- There will be adequate full-time supervision of each participant.
- There will be accountability for participant time and attendance.
- Participants will not work for more than 40 hours per week.
- Participant must be paid at least minimum wage.
- No participant will displace permanent employees or result in the reduction of workers hours for permanent employees.
- The employing agency obtained union concurrence for positions covered by collective bargaining.
- The employer will participate in a follow-up survey to provide valuable feedback.

Section I – Eligibility and Suitability

It is the responsibility of HCDJFS to ensure all participating youth have been deemed eligible according to CCMEP TANF and/or WIOA Youth guidelines. HCDJFS will do their best to match youth to employers that are geographically close and in which youth have a career interest.

Section II – Family/Close Personal Relationships

A youth shall not be placed in a work experience site where a family member or a close personal relationship serves in the youth's chain of command or has decision-making authority over the youth's placement. Likewise, youth cannot be placed at any worksite where a conflict of interest may arise with a family member or close personal relationship where the family member or close personal relationship is able to exercise any influence over the youth's placement regardless of whether they serve in the youth's chain of command. Family member and close personal relationship are defined as the following:

Family: Individual who include father, mother, grandfather, grandmother, husband, wife, son, daughter, son-in-law, daughter-in-law, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Close personal relationships: Individuals who include coworkers, business partners, roommates or friends.

Section III – Monitoring

It is the responsibility of the employer to maintain current and accurate time and attendance records and a list of current work plan activities. It is understood that the employer may be asked for additional information depending on the outcome and reporting requests made by the State or Federal Government. Additional information may include completing a background check for the immediate supervisor for youth under the age of 18 (the cost of which will be borne by HCDJFS through this program). The employer is required to produce requested information within ten working days.

Section IV – Allowable Costs and Invoicing

The allowable costs under this program include payments directly to youth for wages no higher than \$12.50 per hour, no more than 40 hours per week, and fringe benefits (excluding health benefits). In order for youth to be paid directly through the program, the payroll document/time slip must be completed by the youth (with your assistance) and submitted to HCDJFS no later than the following Monday by 12:00 noon. Any wage above \$12.50 per hour or over 40 hours per week will be the responsibility of the employer and must be paid to the youth.

Section V -- Employees

It is the responsibility of HCDJFS to provide case management services if needed for the youth. HCDJFS requests the employer call Workforce Development staff in the event a youth fails to behave appropriately. If the youth continues to willfully breach or neglect the duties required to preform, the employer may terminate this agreement by giving written notice to the youth and a copy to HCDJFS.

Section VI – Work Plan

This work plan should include all the duties, responsibilities, locations of work, and hourly rate of pay of the eligible youth, and the total number of youth requested by the employer. A written position description by the employer is required upon submitting this agreement.

Section VII – Program Integrity

HCDJFS may, in its discretion, remove or separate from performance of services under this Agreement any Employer for any lawful reason.

Duties and responsibilities (including copy of detailed written position description):

Address of worksite, phone number, HR contact information, immediate supervisor, and hours of work (i.e. normal work week):

Hourly pay rate for youth: _____

Total number of youth requested: _____

I have reviewed and agree with the terms of this employer agreement and attest that all information listed above is true to the best of my knowledge.

Signature of Authorized Employer Representative

Date

Signature of HCDJFS Staff

Date