

## **SUBSIDIZED JOB PLACEMENT CONDITIONS**

To be eligible for a Subsidized Job Placement, (SJP) the following conditions must be met:

- A. The offender must be at least 14 but under 18 years of age at the time of placement in the program.
- \*B. The offender must have a Social Security number.
- C. Other means of restitution must have been examined and found not available.
- D. Supportive services must be provided to assure that the youth gains employment skills (e.g., training on completing employment applications, job interviews, etc.).
- E. Employment cannot interfere with the legally required school attendance. When in school for a full day the youth cannot work more than three hours each day. Work can never exceed 40 hours per week.
- F. The work to be performed:
  - 1. Cannot require the use of power driven equipment where clothing, hair or fingers become entangled.
  - 2. Must be within the guidelines established by the State and Federal Child Labor Laws.
  - 3. Include supervision by a person capable of providing supervision to children referred under SJP.

\*NOTE: When a child does not have a Social Security number, a referral for SJP may be initiated after submission of an application for a Social Security number.

## **CONTENTS OF SJP APPLICATION PACKETS**

The following information/documentation must be completed and submitted for approval of every subsidized job placement:

- 1. Social Security number or copy of application for such.
- 2. Copy of Court Order of a Deferred Prosecution Agreement
- 3. Subsidized Job Placement Contract, signed by all parties
- 4. Employees withholding allowance certificate, Form W-4
- 5. Employment eligibility verification, Form I-9