



Greetings,

The Herkimer, Madison, Oneida Counties Workforce Development Board has an exciting program that will kick off in the next month. Through state funding, we will operate a Youth Employment Program to serve youth from the age of 14 to 20. Youth, who must meet income eligibility, can work up to 200 hours between September and June. The youth will be working after-school hours, weekends and on breaks. This is a similar program to the Summer Youth Employment Program. Youth will be recruited, hired, and paid through the Office of Herkimer, Madison, Oneida Counties Workforce Development Board, so that all an employer needs to do is have work for youth to do.

My name is Zuleyka Febo, Coordinator of the Youth Employment Program. I am hoping that as you look at your organization, you can find opportunities where youth could help out in areas such as indoor maintenance, snow removal, serving dinner, helping pass out food, spring cleanups for either your organization or your neighborhood, and many others.

I've attached a worksite request form that will let us know how many youth you might be able to use, and what kinds of work they would do. Please return that to us so that we can plan for the program's implementation next year. Please don't hesitate to contact me with any questions or concerns at [zfebo@working-solutions.org](mailto:zfebo@working-solutions.org) or (315) 207-6951 ext. 144.

Kind Regards,

A handwritten signature in black ink that reads 'Zuleyka Febo'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Zuleyka Febo

Program Coordinator





ONEIDA COUNTY

YOUTH EMPLOYMENT PROGRAM

2025/26 WORKSITE REQUEST FORM



DATE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AGENCY CONTACT: \_\_\_\_\_

AGENCY PHONE NUMBER: \_\_\_\_\_

**JOB DESCRIPTION**

JOB TITLE: \_\_\_\_\_ # OF YOUTH REQUESTED: \_\_\_\_\_

SPECIFIC JOB DUTIES (Attach additional sheets if requesting to hire more than one youth worker and job duties are different)

\_\_\_\_\_  
\_\_\_\_\_

MINIMUM AGE REQUIREMENTS: \_\_\_\_\_

ACTUAL WORKSITE LOCATION: \_\_\_\_\_

YOUTH WORKDAYS AND HOURS: \_\_\_\_\_

IMMEDIATE SUPERVISOR AND TITLE: \_\_\_\_\_

IMMEDIATE SUPERVISORS PHONE NUMBER: \_\_\_\_\_

ALTERNATIVE SUPERVISOR AND TITLE: \_\_\_\_\_

ALTERNATIVE SUPERVISORS PHONE #: \_\_\_\_\_

INCLEMENT WEATHER PLAN (Include inclement weather worksite location if different from above) \_\_\_\_\_

COMMENTS (Include need for special uniforms, tool, and/or equipment & skills) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Return this form to the Office of HMO Workforce Development Board, 209 Elizabeth St., Utica, NY 13501. This form can be emailed to [zfebo@working-solutions.org](mailto:zfebo@working-solutions.org). If you have any questions about the Youth Employment Program, please call Zuleyka Febo, Coordinator of Youth Employment Program, at (315) 207-6951 ext. 144.



ONEIDA COUNTY  
YOUTH EMPLOYMENT PROGRAM (YEP)  
2025 PRELIMINARY APPLICATION



**Fast facts about the Youth Employment Program (YEP):**

- \$15.50 per hour
- Youth must be between 14 and 20 years old
- Must be an Oneida County resident
- Must meet income eligibility due to state funding guidelines
- The program runs from September 1, 2025, to June 30, 2026. Youth in school can work after school hours or during weekends and vacations.

YOUTH NAME:

EMAIL:

HOME ADDRESS:

CITY/STATE/ZIP CODE:

CELL PHONE:

OTHER PHONE:

DATE OF BIRTH:

SCHOOL NAME & GRADE:

CIRCLE ANY THAT APPLIES: Foster Care Probation Disability Homeless/Run away

PARTICIPATED IN 2025 Summer Youth Employment Program or YEP? \_\_\_\_ YES \_\_\_\_ NO

**DOUBLE-CHECK FOR ACCURACY. THIS IS USED TO CONTACT YOU, AND IF THE INFORMATION IS INCORRECT OR NOT LEGIBLE, STAFF WILL BE UNABLE TO REACH YOU.**

Email this form to Zuleyka Febo, [zfebo@working-solutions.org](mailto:zfebo@working-solutions.org) or mail it / deliver it to: HMO Workforce Development Board, 209 Elizabeth St., Utica, NY 13501. Questions? Call us at 315 207-6951 ext. 144.

This form will serve as the pre-application that will allow the Office of Workforce Development Board to begin the process of determining eligibility for the program. It does not ensure a position in the program. **Eligibility includes meeting income guidelines and requires documentation of income. Documentation required will include a Social Security card, Report Card/Progress Report, or a valid ID and a valid Working Card (either 14/15 or 16/17).** After this pre-application is received, and if a program will be operated, staff will contact the applicant by phone or email to continue the application process. Please be sure this contact information is correct.

The Workforce Development Board is an Equal Opportunity Employer.