




Memorandum of Record #366

**DATE:** JUNE 5, 2009

**MEMORANDUM TO:** WORKFORCE SOLUTIONS-ALAMO CONTRACTORS

**FROM:** FRANCISCO MONCIVAIS,  
DEPUTY EXECUTIVE DIRECTOR- PROGRAM  
OPERATIONS 

**SUBJECT:** SUMMER YOUTH EMPLOYMENT WORKSITE FORMS

This Memorandum of Record (MR) and the attached Summer Youth Employment Worksite form are to be used for the duration of the WIA American Recovery and Reinvestment Act (ARRA) of 2009.

The purpose of these Summer Youth Employment Worksites is to provide meaningful and a structured learning experience for a limited period exposing youth to the world of work and its requirements. Contractors must ensure that employers are committed to helping youth receive workplace skills to meet the work readiness goal sets for the summer employment participants. Worksites that are being developed or are active must be added to this form including all previous worksites that have been submitted and approved.

The Summer Youth Employment Worksite form is developed for these purposes:

- Board's review and approval of worksite agreements
- Verification of TWIST worksite codes
- Monitoring of worksite

Attachment A to this MR is a copy of the form in Excel.

Attachment B to this MR is a copy of the form in InfoPath.

Workforce Solutions – Alamo adopts this MR as a local policy. Workforce Solutions – Alamo contractors must ensure that appropriate staff is apprised of and complies with this policy.

All Comments and inquiries pertaining to this policy should be directed to:

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Workforce Services Specialist  
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Attached: *Summer Youth Employment Worksite form A- Excel*  
*Summer Youth Employment Worksite form B- InfoPath*





Summer Youth Employment Program Worksites

Service Provider:

Employer Name & Address	Point Of Contact	Position Title	Wage Rate	# of Weeks	# of Open Positions	Job Specifications	Remarks	Approved
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No