



On behalf of



PARTICIPANT HANDBOOK

Revised February 2019

Welcome

Youth employment programs managed by the Philadelphia Youth Network (PYN) provide career-exposure and preparation opportunities to thousands of young people annually. Intended to enhance youth understanding and mastery of skills needed to be successful in a 21st-century economy, these programs also provide academic enrichment and promote awareness of post-secondary options. Most importantly, they challenge participants to grasp critical correlations between learning, secondary credential attainment and work experience and how those variables impact their potential for college and career success.

PYN operates long-term and short-term programming for youth and young adults ages 12-24. Each program is designed to challenge youth to understand the correlations between work experience, skill attainment and high school completion and how those variables impact their potential for college and career success. These experiences include:

- Pre-employment training on workplace etiquette, appropriate professional behavior, keys to on-the-job success and educational attainment.
- Enhanced programming, which includes academic enrichment, project-based instruction, 21st century skills development, career exposure and exploration, and postsecondary education or training.

PYN is the managing partner of WorkReady Philadelphia, a citywide effort to address the skills gap by convening partners, employers, leaders of youth-serving systems, and youth to build coordinated approach to preparing young people for future employment. WorkReady stakeholders seek to give young people ages 12-24 access to a meaningful paid work experience that promotes self-efficacy, connects youth to caring adults, and offers the opportunity to build the transferable skills required to secure and sustain employment. When young people have access to early employment opportunities, they are applying essential skills, infusing wages back into the local economy, and generating a professional network to build social capital, navigate complex systems and climb career ladders. WorkReady works with community-based organizations to harness the enormous potential for impact.

With an aligned mission and coordinated service delivery systems, PYN partners on behalf of WorkReady with a broad network of youth serving agencies to implement programmatic solutions. PYN's portfolio of programs relies on the expertise of service providers to ensure all activities are skill-driven and developmentally appropriate. PYN works to align, unite and support these services that improve academic and employment outcomes to ultimately prepare the city's future workforce.

**PYN is the managing partner of WorkReady Philadelphia.*



Table of Contents

Programs Overview.....	3
SHORT-TERM MODELS.....	3
Career Exposure	3
Service Learning	3
Work Experience	3
Internships.....	3
LONG-TERM MODELS	3
In-School Youth.....	3
Out-of-School Opportunity Youth without a Secondary Credential	4
Out-of-School Opportunity Youth with a Secondary Credential	4
E ³ Power Centers	4
PILOT PROGRAMS.....	4
Pre-Apprenticeships	4
Youth Connectivity.....	4
Entrepreneurship.....	4
Career Bridging.....	4
Pilot programs not currently enrolling	4
Important Policies and Laws	5
Grievance Policy	5
EEO and CIVIL RIGHTS.....	6
Prohibition of Discrimination, Harassment and Retaliation	6
Participant Privacy and Confidentiality Policy	8
Work Experience Resources	9
Disclosure Statement for Employment.....	11
Workers' Compensation Policy	12
Program and Workplace Conduct	13
Using Social Media: #WorkReadyPHL	15
Getting Paid and Receiving Incentives.....	15
Timesheets and Incentive Plans	17
Statement of Receipt	22

Programs Overview

Congratulations! If you are enrolled in an employment program, you will participate in one of the following types of program models. Each model may have different enrollment, employment, and eligibility requirements. For a full list of subcontracted Provider organizations that deliver services to individuals in each model, visit: www.pyninc.org/providers.

SHORT-TERM MODELS

An important part of the summer experience is the opportunity to gain valuable new skills and demonstrate what you have learned during the program. Over the summer you will complete a work-based learning project that will give you a chance to practice important 21st century skills. Most importantly, the project you create will be yours to keep and you will be able to use it as evidence of your success and hard work! For example, you may consider using your project or portfolio to help demonstrate to future employers or colleges the skills that you possess and the quality of the work you are capable of producing.

Career Exposure

Career Exposure programs provide opportunities for middle school youth, ages 12-15, to develop the beginnings of a strong vocational identity, understand what careers are available in local, high-priority growth industries, and what skills and experience those careers require. Specifically, Career Exposure programs engage youth in completion of an interest inventory, in-depth research into career clusters (e.g., research projects, guest speakers, job shadowing, work site and/or college visits), and completion of an individualized career plan.

Service Learning

Service learning programs bring youth together in teams to identify a need in the community and to actively do something that addresses that need. The end result is work that benefits our city and helps youth to understand the impact they can have on the lives of others. All participants in these programs will complete a service learning project that reflects their teams' efforts and provides opportunities for academic enrichment.

Work Experience

Work Experience programs provide opportunities for youth to develop important workplace skills and learn more about various professions. These programs also help youth to understand the important connection between doing well in school and future career success. Participants will develop work-based learning projects that enhance their academic and career preparation skills and illustrate their new-found knowledge of the work environment.

Internships

Internships offer youth—who typically have prior work or leadership experience—the chance to learn specialized skills in a challenging, but nurturing environment. These experiences help youth to further develop workplaces skills and talents and to focus on how they can make college and career choices based on those strengths. Youth in internship programs take part in weekly workshops to reflect, share, and grow as future professionals. Interns will be expected to complete a work-based learning project that displays their accomplishments, work samples, and skills developed over the summer.

LONG-TERM MODELS

In-School Youth

This pathway is designed to offer a multi-year progressively deepening engagement with high school youth enrolled in 11th or 12th grades and are at risk of dropping out and those in need of additional support transitioning to and persisting in post-secondary education or sustainable employment. Upon program completion, successful participants will graduate high school, connect with an appropriate post-secondary option and complete one year of college coursework or retain and advance to employment. Key to the pathway's success is the integration of career-connected learning and experiences with school-day curriculum and activities.

Out-of-School Opportunity Youth without a Secondary Credential

This pathway is designed to re-engage young people disconnected from high school in education to obtain a GED and continue to build their competencies and skills beyond the secondary level. Because the employment opportunities of GED recipients are not much improved over the prospects of high school dropouts, it is imperative that GED attainment be the first step on a path to accessing and persisting in post-secondary education. Key to the pathway's success is barrier removal, curriculum tied to college-readiness standards and the GED, and a continuum of services moving participants through college exploration, exposure and preparation to access and persist in post-secondary education.

Out-of-School Opportunity Youth with a Secondary Credential

This pathway will target opportunity youth who have obtained a secondary credential, but who are disconnected from both school and work. Programs will offer industry-recognized credentials that prepare participants for positions in industries with high-growth potential in Philadelphia. Key to this pathway's success is the development of relationships with youth-serving organizations, employers and advanced training institutions to recruit eligible participants interested in the identified industry, and to account for participants' interests in creating a pipeline of varying options for additional training or education and employment opportunities within the identified industry.

E³ Power Centers

The E³ Power Center model is a neighborhood-based drop-in center throughout Philadelphia, designed to offer a holistic approach to preparing disconnected young people, ages 16-21, for success through education, employment, and empowerment, the three E's. Upon completion of the E³ Power Centers program, graduates should begin their journey with sustained employment, earning a living wage. The E³ Power Centers have a post-secondary bridging component designed to dramatically enhance post-secondary success for Philadelphia's opportunity youth, by re-engaging those who are disconnected from high school to be successful in dual enrollment.

PILOT PROGRAMS

PYN pilots programs that include work experience components including:

Pre-Apprenticeships

Pre-apprenticeships strengthen access to registered apprenticeships for disconnected young people ages 16-21. These programs bridge to registered apprenticeships, support retention with the apprenticeship for up to one year, include paid work experience and career-connected training.

Youth Connectivity

The Youth Connectivity pilot provides a comprehensive media production training in partnership with WHYY for young people while increasing mobile access and amplifying youth voice.

Entrepreneurship

The Entrepreneurship pilot at E³ Power Centers expands and develops an entrepreneurial mindset and skills that will provide youth and young adults with pathways into entrepreneurship and careers in small businesses.

Career Bridging

The Career Bridging Program will enhance participants' transition from secondary education into occupational skills training, career immersion, work experiences, credential attainment and placement into subsidized and unsubsidized employment.

Pilot programs not currently enrolling:

- Post-Secondary Bridging
- The Hub at PA CareerLink® West
- Pathways to Justice Careers

Important Policies and Laws

Grievance Policy

This grievance procedure is PYN's method for responding to work place concerns (other than discrimination, harassment or retaliation, which are governed by Equal Employment Opportunity and sexual and other prohibited harassment policies). PYN encourages employees to come forward with grievances immediately, in order to provide immediate action to resolve the problem.

When workplace concerns arise, and whenever possible, every effort should be made by employees and their supervisor to resolve the problems through discussion. If an employee is unable to discuss a grievance with their supervisor, or if an employee is not able to resolve the issue with their supervisor, the employee should make their concern known in a written grievance using the *Grievance Form*, which is addressed below.

STEP 1: Conflict Resolution

First, meet with your supervisor regarding any action or attitude, either expressed or implied, which you perceive as unfair on the job. You are encouraged to discuss issues and attempt to resolve them with your employer. If a satisfactory resolution cannot be achieved, proceed to Step 2.

STEP 2: Formal Grievance

- a. Within five working days after a written grievance is made, the **Provider Worksite Coordinator** will evaluate the grievance and will determine what steps will be required to investigate the grievance. The investigator will speak with possible witnesses and will speak with the person named in your grievance. Your anonymity will be protected to the extent possible.
- b. A determination regarding the grievance will be given in writing to you in a timely manner, preferably within 14 working days following receipt of the grievance by the **Provider Worksite Coordinator**.
- c. If the findings indicate that there is not a basis for a workplace concern, all parties will be notified in writing, and no further action is required.
- d. If the findings indicate that there is a basis for a workplace concern, all parties will be notified in writing, and **Provider Worksite Coordinator** will contact the appropriate Provider Leadership Member to address possible solutions and/or disciplinary action.
- e. If you are not satisfied with the **Provider Worksite Coordinator's** determination, you have five working days to submit an Appeal to Philadelphia Youth Network's Human Resources department.

Philadelphia Youth Network
400 Market Street, Suite 200
Philadelphia, PA 19106

STEP 3: Philadelphia Youth Network – Human Resources Department

As the youth employment program administrator, the Philadelphia Youth Network will investigate your grievance and report back to you within ten (10 days) working **days from the receipt of your appeal**.

If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a grievance, report the conduct immediately to PYN Human Resources Department immediately at (267) 502-3800.

EEO and CIVIL RIGHTS

What is the Equal Employment Opportunity (EEO) and Civil Rights policy?

Here is some information about your **EQUAL EMPLOYMENT OPPORTUNITY RIGHTS UNDER FEDERAL LAW**. The Philadelphia Youth Network is prohibited from discriminating on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship, or participation in federally funded programs, as amended in admission or access to, opportunity or treatment, in, or employment in the administration of or in connection with any federally funded activity. If you think that you have been subjected to discrimination under a federally funded program or activity, you may file a complaint within **180-days** from (Labor & Industry) Office of Affirmative Action (OAA), or you may file a complaint directly with the Director, Civil Rights Center (CRC), **U.S. Department of Labor, 200 Constitution Avenue, N.W., Room N-4123, Washington, DC 20210**. If you elect to file your complaint with the Office of Affirmative Action, you must wait until the Office of Affirmative Action issues a decision or until 60-days have passed, whichever is sooner, before filing with the CRC (see above address). If the OAA has not provided you with a written decision within 60-days of filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with CRC within 30-days of the expiration of the 60-complaint. Such a complaint should be filed within 30-days of the date you receive a resolution. If you have any questions, regarding YOUR CIVIL RIGHTS, or to file a discrimination complaint, please contact: The **Department of Labor and Industry, Office of Equal Opportunity – Room 514, Labor and Industry Building, Seventh and Forster Streets, Harrisburg, Pennsylvania 17120. Or Call (717) 787-1182 • 1-800-622-5422 • TDD 1-800-654-5984**. Also, a complaint can be filed by phone or in person at the local office. **U.S. Equal Employment Opportunity Commission, 801 Market Street, Suite 1300, Philadelphia, PA 19107-3127**. For general inquiries or to begin the process of filing a complaint of discrimination, **call 1-800-669-4000**. *All complaints will be handled confidentially.*

Equal Opportunity

The Philadelphia Youth Network and its affiliates do not discriminate based on race, color, religion, sex, sexual orientation, national origin, and/or disability, as required by law. If you feel your rights have been violated, please contact 267-502-3800 or via email to humanresources@pyninc.org

Prohibition of Discrimination, Harassment and Retaliation

PYN is committed to equality of opportunity and freedom from discrimination and harassment. PYN will not tolerate any discrimination or harassment based on person's actual or perceived race, disability, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, military or veteran status, and pregnancy, childbirth or a related medical condition or any other protected status as set forth under applicable state, local and federal civil rights laws. PYN will not tolerate unlawful discrimination or harassment by its employees or by non-employees with whom PYN has a business, service, or professional relationship, such as vendors, visitors, students, interns or contractors.

What is harassment?

Harassment means any unwelcome verbal, visual, or physical conduct, comments, communications, or treatment of a discriminatory nature about, relating to, or because of a person's actual or perceived race, disability, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, military or veteran status, and pregnancy, childbirth or a related medical condition or any other protected class as set forth under applicable state, local and federal civil rights laws that:

- Has the purpose or effect of unduly interfering with an individual's work performance;
- Creates an intimidating, hostile, or offensive work environment; or
- Otherwise adversely affects an individual's employment opportunities

What is sexual harassment?

Sexual harassment is defined as unwelcome sexual advances (verbal, physical or written including electronic communication), requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when:

- Submission to the unwelcome conduct is either an explicit or implicit term or condition of employment (for example: promotion, salary increase, or training opportunities);

- Submission to or rejection of the unwelcome conduct is used as a basis for making employment decisions (hiring, promotion, termination); and/or
- The unwelcome conduct is sufficiently severe, persistent or pervasive as to have the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes, but is not limited to, the following types of behavior:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted; or any other tasteless, sexually oriented comments, innuendoes, stereotyping, or offensive language directed to or about another individual because of his or her gender.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to an employee.
- Participation in fostering a work environment that is generally intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Offensive or demeaning language or conduct directed to or about an individual because of his or her gender.
- Sending or displaying internet or email content of a sexual or suggestive nature.
- Display in the workplace of sexually suggestive objects or pictures, including nude or semi-nude photographs.

Finally, PYN respects the dignity and well-being of all its employees and non-employees on our premises. To that end, PYN prohibits conduct which is inappropriate in a workplace environment and which may be offensive to co-workers, students, interns, visitors and/or vendors, even if such conduct does not rise to the level of unlawful activity. Depending on the circumstances, sexual jokes, flirtations, innuendoes, advances or propositions, verbal abuse of another, graphic commentary about an individual's body, sexual prowess or sexual deficiencies, leering, whistling, touching, hugging, kissing, suggestive or insulting gestures, display of sexually suggestive objects, pictures or cartoons may or may not constitute a violation of the law, but still may violate this policy and give rise to disciplinary action up to and including discharge. Therefore, all individuals are urged to exercise common sense to avoid behavior which may be perceived by co-workers, students, interns, visitors and/or vendors as offensive.

Prohibition of Retaliation

PYN will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination or harassment, assists in good faith in an investigation of possible discrimination or harassment, or files an administrative charge or lawsuit alleging discrimination or harassment. We will take immediate and appropriate action with any employee who violates this policy, up to and including suspension or termination.

What should you do if you feel that you are a victim of harassment?

If you believe that you have been, or another individual has been, subject to inappropriate discrimination, harassment or retaliation, you should promptly report your concerns to Philadelphia Youth Network - Human Resources Department via email to www.humanresources@pyninc.org.

Sanctions for Violations of this Policy

Any employee who PYN concludes has engaged in impermissible discrimination, harassment or retaliation in violation of this Policy will be subject to appropriate corrective action, up to and including termination of

employment. The conduct warranting discipline or discharge need not constitute unlawful activity, if PYN concludes such conduct is contrary to the best interests of the organization. Vendors who violate this Policy may be barred from further business dealings with the Company. Students, interns and/or visitors who violate this Policy may be restricted, removed or prohibited from some or all of PYN's premises and/or programs.

Participant Privacy and Confidentiality Policy

As a service provider of Philadelphia Works, the Philadelphia Youth Network, Inc. (PYN) fully respects the rights of participants served, including their right to privacy. PYN will hold information concerning the participants in the strictest of confidence. Such information will not be disclosed to anyone unless authorized by the participant or otherwise permitted by law. PYN complies with all confidentiality laws, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other state and federal privacy regulations.

HIPAA

HIPAA law requires that PYN keep a participant's Private Health Information (PHI) private. PHI includes, but is not limited to:

- Personal address and phone number
- Date of birth and social security number
- Contact information for participant's legal next of kin or guardian
- Medical history and information of participant
- Health information of participant
- Insurance information (pre-certification/DSHS/Medicare)
- Treating hospital/clinic number assigned to the patient
- Anticipated admission date and time.

This information may be shared internally with certain PYN staff, only if the disclosure of this information is necessary to perform services on behalf of a participant or is required to successfully perform a function of their job.

Work Experience Resources

MY EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

\$7.25 per hour

BEGINNING JULY 24, 2009

The Law required employers to display this poster where employees can readily see it.

OVERTIME PAY	At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.
CHILD LABOR	<p>An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.</p> <p>Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:</p> <p>No more than</p> <ul style="list-style-type: none"> - 3 hours on a school day or 18 hours in a school week; - 8 hours on a non-school day or 40 hours in a non-school week. <p>Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m.</p> <p>Different rules apply in agricultural employment.</p>
TIP CREDIT	Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.
NURSING MOTHERS	The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.
ENFORCEMENT	<p>The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law.</p> <p>Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.</p>
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. • Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. • Some state laws provide greater employee protections; employers must comply with both. • Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. • Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:

1-866-487-9243 | WWW.DOL.GOV/whd

TTY: 1-877-889-5627



U.S. Department of Labor’s “Youth Rules!” / Occupational Safety and Health Administration

Staying Safe in the Workplace

You have the right to a safe and healthful workplace! There are a number of state and federal laws that protect the health and safety of youth workers. These laws outline the types of work you are allowed to do and the hours that you are allowed to work.

As a youth worker you have the following RIGHTS:

- **The right to ask questions!** Do not be afraid to ask your supervisor questions if you do not understand how to do something or you feel unsafe in any activity you are being asked to do!
- **The right to politely say “no”** when asked to do something that you do not feel you can safely do by yourself.
- **The right to speak up!** If you notice something that you think is unsafe at work, report it to your supervisor immediately! If he or she does not address your concerns, you should contact the staff member who placed you at the job and ask him or her for help talking to your supervisor.
- **The right to get trained about health and safety** at your worksite, including any information about machines, job tasks, or other hazards that could be harmful to your health.

As a youth worker remember that it is also your RESPONSIBILITY at all times to:

- **Follow your employer’s safety and health rules** and wear or use all required gear and equipment if required for your job.
- **Follow safe work practices** for your job as instructed by your supervisor.
- **Ask questions** if you do not know how to do something!
- **Tell your supervisor, provider worksite coordinator, boss, parent, or other adult if you feel threatened** or endangered at work. If you do not know whom to talk to, you should contact Philadelphia Youth Network’s human resources department at 267-502-3800.
- **Be aware of your environment** at all times. Be careful! It is easy to get careless after your tasks have become routine.
- **Trust your instincts.** If someone asks you to do something that feels unsafe or makes you uncomfortable, check with your supervisor before doing the task. Keeping yourself safe is your first responsibility!
- **Remain drug free!** Workers using alcohol or other drugs are more likely to get hurt or hurt others. If you suspect someone at your work is using alcohol or other drugs, tell your supervisor immediately.

For more information about your rights and responsibilities, as well as specific information about the types of jobs and hours you may work, check out:

US Department of Labor: <http://youthrules.dol.gov>

Occupational Safety & Health Administration (OSHA): <http://www.osha.gov/SLTC/teenworkers/>

**Adapted from OSHA “Teen Workers” and YouthRules! online youth resources*

Disclosure Statement for Employment Required by the Child Protective Services Law

If your job requires you to be responsible for the welfare of children or have routine interaction and direct contact with children, you may need to attest to the following:

I swear/affirm that, if being hired on a provisional basis, I have applied for certification through ChildLine, the Pennsylvania State Police, and the Federal Bureau of Investigation and am submitting a copy of the appropriate completed request forms to the employer, administrator, supervisor or other person responsible for employment decisions.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from employment as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I swear/affirm that I understand that I must be dismissed from employment if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above.

I swear/affirm that I understand that if I am being hired on a provisional basis, I am not permitted to work alone with children and must work in the immediate vicinity of a permanent employee during this provisional employment period.

I swear/affirm that I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I swear/affirm that I understand if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying employment or participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation. The cost of certifications shall be borne by the employing entity or program, activity or service.

I swear/affirm that I understand if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of employment.

I swear/affirm that I understand certifications obtained for employment purposes may be used to apply for employment, serve as an employee, apply to volunteer and serve as a volunteer.

I swear/affirm that I understand the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Workers' Compensation Policy

What happens if I get hurt at work?

Youth employees who are injured on the job may be eligible for Workers' Compensation benefits. If **you are injured at work** during your employment, **you must**:

1. Tell your supervisor immediately. **Your supervisor** will complete an incident report and submit that information to the Philadelphia Youth Network.
2. For emergency care, you should go immediately to the closest hospital emergency room **and inform them that this is a work-related injury**. It is appropriate to call 911 and request an ambulance if necessary. **For non-emergencies and follow-up care with a physician, you should contact Philadelphia Youth Network's human resources department which will provide you with the list of approved doctors that you can use to obtain follow-up care if needed.**
3. According to Pennsylvania's Workers' Compensation Act, **you must select and be treated by one of the approved doctors provided** by the Philadelphia Youth Network's human resources department for the first 90 days following your injury in order for your care to be covered.

If you have any questions about the benefits eligible to you under Workers' Compensation, or to receive a list of approved doctors, please contact:

Human Resources
Philadelphia Youth Network
400 Market Street, Suite 200
Philadelphia, PA 19106
PHONE: 267-502-3800

Program and Workplace Conduct

First Impressions Count!

Here are some tips to help you start off your work experience the right way:

- Arrive 15 minutes early, but be prepared to wait for your supervisor to arrive on time.
- Ask for the name and phone number of the person you should call if you need to be late or absent.
- Get your immediate supervisor's contact information. If he/she has business cards, ask for one. You never know when you may need to get in touch with your supervisor.
- If you don't know how to pronounce someone's name, it's okay to ask them to repeat it. And, if you can't remember someone's name, you can say something like: "I'm sorry, I've met so many people today, can you tell me your name again?"
- If someone gets your name wrong, it's okay to correct them (politely).
- Ask your supervisor to explain what he/she expects from you and what you need to know to make this a successful experience.

Positive Attitude and Dependability

Always be positive and keep an open mind. Complete your assigned tasks to the best of your ability, on time, and without constant reminders. If you do not understand something, it is OK to ask for help.

Honesty and Responsibility

Honesty is the best policy. Always tell the truth about anything that occurs at work. Your supervisor needs to be able to trust your words and actions. If you make a mistake, admit it, apologize, and move on. Do the best that you can to correct the mistake and to make sure that you learn from it.

Technology

Adhere to the program or company policy regarding the use of internet and e-mail in the workplace. The program and companies have the right to monitor what sites you visit online. Check with your supervisor or program coordinator to find out the policy regarding the use of cell phones during the program or workday.

Attendance and Punctuality

Punctuality (being on time) and excellent attendance are key aspects of being a successful employee.

Tips for excellent attendance

- It might seem obvious, but **get an alarm clock!** Don't rely on a parent/guardian, a friend or your cell phone to get up in the morning. **If you develop a pattern of lateness and/or absence, you may be dismissed from the program.** *ALSO, if you are late or absent, you will not be paid for the time that you did not work.*
- **Do a test run** from your home to your job before the program begins to see how long it actually takes to get there. Remember to give yourself an extra 15 minutes to get to work each day; the weather and traffic may impact your routine.
- **Call if you are running late!** Even if you are only going to be a couple of minutes late, it's still LATE. Be sure to program your program coordinator or supervisor's phone number in your cell phone and/or write it down in this handbook. If he or she doesn't answer the phone, be sure to leave a message.
- **Set a goal for yourself to have perfect attendance** at work. Employers notice when you are late or absent from work and it will impact your performance review and your ability to get a positive recommendation from your supervisor. It may also prevent you from being enrolled in the program or hired by the company in the future.

Professional Conduct

People who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. In addition, how employees act toward fellow employees, clients and families in the community will influence their relationship with your employer.

Because employee conduct affects many more people, PYN expects employees to act in a professional manner whenever at PYN, conducting PYN business, or representing PYN at business or social functions. Certain rules and regulations regarding employee behavior are necessary for the efficient operation of PYN. Conduct

that interferes with operations, discredits PYN, or is offensive to clients; funding agencies or fellow employees will not be tolerated.

Employees must conduct themselves in a professional manner at all times to promote the best interest of PYN. Such conduct includes but is not limited to:

- Performing assigned tasks efficiently and in accord with established quality standards
- Refraining from ridicule and hostile jokes
- Refraining from rude, offensive, or discriminatory behavior
- Observing the employee dress code guidelines
- Treating coworkers, clients, and professional colleagues with patience, respect, and consideration
- Being courteous and helpful to others
- Communicating openly with coworkers, supervisors, and members of management

Behavior that is strictly prohibited will subject the individual to disciplinary action, up to and including suspension or discharge, includes, but is not limited to, the following:

- Fighting
- Assault of or threatening behavior toward personnel, clients, or anyone on employer's premises or during the employee's work hours
- Destruction, defacement, or misuse of employer property or another employee's property
- Falsifying or altering any PYN or Provider record or report, such as an application for employment, a time record, an expense account, an absentee report, shipping and receiving records, or any client record
- Insubordination
- Improper disclosure of confidential information
- Gambling on employer property, during an employee's work hours or while on PYN business and PYN emails and platforms
- Reporting to work under the influence of alcoholic beverages and/ or illegal drugs and narcotics
- The sale, use, dispensing, or possession of alcoholic beverages and/ or illegal drugs and narcotics on employer premises, during an employee's work hours or while engaged in business on behalf of PYN or Provider.

Please contact **Provider Site Coordinator** if you have questions or clarity with this policy.

Appropriate Attire

Clothes say a lot about the type of employee/program participant you are and first impressions are lasting impressions. The dress code at your workplace or program will depend on the type of company or organization it is and the kind of work you will be performing. If you are at a day camp or outdoors, for example, it may be acceptable for you to wear casual, comfortable clothing, such as a t-shirt and jeans. If you are in a corporate office, you will probably be expected to wear dress pants and shoes (no sneakers) and a shirt or a blouse.

No matter what kind of environment you will be in, just remember that it is never okay to wear clothes to work that are very tight, too short, over-sized, revealing, see-through, wrinkled, torn, or unclean. If you don't know what attire is expected at your job or program, take a look around and see what other people are wearing. It is also a good idea to ask **your supervisor or program coordinator** if you are not sure.

"Business attire" is expected in many corporate and other office environments (such as government agencies, non-profit headquarters, and law firms, etc.). If that's the kind of place where you are working, here are some helpful hints for what to wear:

Shirts	Pants	Footwear
<ul style="list-style-type: none"> • All shirts with collars • Business casual crewneck or V-neck shirts, blouses, golf and polo shirts. • Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops. • In specified circumstances, T-shirts may be approved and provided for specific events only. 	<ul style="list-style-type: none"> • Casual slacks and trousers and jeans without holes, frays, etc. • Examples of inappropriate pants include shorts (except for walking-length shorts), camouflage and pants worn below the waist or hip line. 	<ul style="list-style-type: none"> • Casual slip-on or tie shoes, dress sandals with heel straps and athletic shoes. If approved by the department. • Examples of inappropriate footwear include floppy sandals, flip-flops and construction or hunting boots.

Some companies have what's called "dress-down" Friday, which means people can dress more casually on Friday. At some companies this may mean that you can wear jeans; at others, it may mean khakis. Although the rules for attire are more relaxed, remember that you are still representing your professional brand! Baggy jeans, tight clothing, shorts, and sweat-suits are off-limits. To be safe, be sure to ask your supervisor what is appropriate "dress-down" or casual wear. When in doubt, dress-up!

A strong first impression is key to gaining the respect and confidence of your supervisor/program coordinator and colleagues. While a suit and tie may not be required at your company or organization, neat, clean, and work-appropriate clothing is always required no matter where you work!

Using Social Media: #WorkReadyPHL

We invite you to share stories of your experience on social media using the hashtag **#WorkReadyPHL** and **#summerjobs**. Post photos, stories and what you are learning throughout your experience. Follow PYN on social media and tag **@PYNinc**:

- [Facebook.com/pyninc](https://www.facebook.com/pyninc)
- [Twitter.com/pyninc](https://twitter.com/pyninc)
- [Instagram.com/pyninc](https://www.instagram.com/pyninc)



Getting Paid and Receiving Incentives

Payroll Visa®Card

Paper paychecks are becoming out of date as more and more employers are electronically depositing employee pay directly into bank accounts and onto prepaid cards. Participants who earn wages and incentives have the option to have their payment loaded onto a Payroll Visa Card! So, what does this all mean? To help explain, here are some answers to questions you may have:

Q: Am I getting a payroll card instead of a paycheck?

A: When completing the online application, you selected a method of payment - paper check or payroll card. If you selected a payroll card you will receive your card from your provider prior to the first pay date. The cards have the PYN and Visa logos on them and will be personalized with participants' names. If you selected paper check, providers will distribute checks on a bi-weekly basis.

Q: Will you let me know how and where I can use the card?

A: Yes. Information on using the card will be provided during your orientation training session and inside your card packet. You'll learn about how to activate and use your card, features and benefits of the card, fees for certain transactions, and who to contact for assistance or if your card is lost or stolen.

Q: How and on what days is money loaded onto my card?

A: You will submit your timesheet on designated Fridays, and any money earned during the pay period will be electronically transferred to your card bi-weekly (every other week). Please see the following pages for more information.

Prepaid CardConnect Mobile App*

Experience the convenience and control of managing your card account from your wireless device anytime, anywhere – 24/7. The Prepaid CardConnect mobile app is safe, secure and available for no fee.** The mobile app offers easy navigation and includes these useful tools:

- View current balance
- View recent transactions
- View transaction details of selected transactions
- Perform card-to-card transfers
- Perform card-to-bank account transfers
- Enroll in and manage text alerts*
- Locate nearest ATM

You can access these new features by searching for and downloading the **Prepaid CardConnect** app from the iTunes App Store (iOS Devices) or Google Play (Android Devices).

*Standard messaging and data rates from your service provider may apply.

**While these features and certain services are available for no fee, there are also fees associated with your card. Read the Cardholder Agreement in your card packet for more details. Standard text message and data rates from your cell phone provider may apply.

The Payroll Visa Card is issued by MetaBank® pursuant to a license from Visa U.S.A. Inc. MetaBank; Member FDIC.



Timesheets and Incentive Plans

Like most jobs, in all program experiences, you will be required to sign in and out. You must sign in when you arrive, and you must sign out when you leave for the day. The timesheet (*daily hours of work*) or incentive plan (*set milestones that are achieved*) will be used to determine your paycheck or incentive pay. **Please note that participants are not paid for lunch.**

Timesheet Guidelines:

- Timesheets must be legible, handwritten, and completed in **blue or black ink**.
- Timesheets submitted in red ink or pencil will not be accepted as complete and therefore the timesheet will not be processed until corrected.
- All timesheets must have **your signature and your supervisor's signature** before being turned in.
- Timesheets are reviewed by your supervisor and PYN staff.
- You are responsible for adding up the total number of hours you work each week.

All of the following information must be completed on all timesheets:

- | | |
|---|---|
| <ul style="list-style-type: none"> • The contract code (<i>get this from your provider</i>) • The worksite NAME, spelled out completely • Participant's full name (per your SSC) • Participant's Date of Birth (DOB) • The date that the pay period began (e.g. 7/1/2019) • The date that the pay period ended (e.g. 7/14/2019) • Date • Time in • Time out • Lunch time taken (if applicable) <u>You are NOT paid</u> | <p style="text-align: center;"><u>for lunch</u></p> <ul style="list-style-type: none"> • Initials of participant (daily)* • Initials of supervisor (daily)* • Total number of hours worked each day • Participant's signature and date timesheet was signed • Supervisor's signature and date timesheet was signed • Cumulative total number of hours worked during the pay period • A line drawn through the days not worked |
|---|---|

If you have questions, call the youth Hotline: **267-502-3742**.

Pay Period:	Timesheet turned in to your supervisor:	Pay Day:	Weeks Worked/Paid
12/31/18-1/13/19	Friday, Jan 11, 2019	Friday, Jan 18, 2019	Not more than two (2) weeks
1/14/19-1/27/19	Friday, Jan 25, 2019	Friday, Feb 1, 2019	Not more than two (2) weeks
1/28/19-2/10/19	Friday, Feb 8, 2019	Friday, Feb 15, 2019	Not more than two (2) weeks
2/11/19-2/24/19	Friday, Feb 22, 2019	Friday, Mar 1, 2019	Not more than two (2) weeks
2/25/19-3/10/19	Friday, Mar 8, 2019	Friday, Mar 15, 2019	Not more than two (2) weeks
3/11/19-3/24/19	Friday, Mar 22, 2019	Friday, Mar 29, 2019	Not more than two (2) weeks
3/25/19-4/7/19	Friday, April 5, 2019	Friday, April 12, 2019	Not more than two (2) weeks
4/8/19-4/21/19	Friday, April 19, 2019	Friday, April 26, 2019	Not more than two (2) weeks
4/22/19-5/5/19	Friday, May 3, 2019	Friday, May 10, 2019	Not more than two (2) weeks
5/6/19-5/19/19	Friday, May 17, 2019	Friday, May 24, 2019	Not more than two (2) weeks
5/20/19-6/2/19	Friday, May 31, 2019	Friday, June 7, 2019	Not more than two (2) weeks
6/3/19-6/16/19	Friday, June 14, 2019	Friday, June 21, 2019	Not more than two (2) weeks
6/17/19-6/30/19	Friday, June 28, 2019	Friday, July 5, 2019	Not more than two (2) weeks
7/1/19-7/14/19	Friday, July 12, 2019	Friday, July 19, 2019	Not more than two (2) weeks
7/15/19-7/28/19	Friday, July 26, 2019	Friday, Aug 2, 2019	Not more than two (2) weeks
7/29/19-8/11/19	Friday, Aug 9, 2019	Friday, Aug 16, 2019	Not more than two (2) weeks
8/12/19-8/25/19	Friday, Aug 23, 2019	Friday, Aug 30, 2019	Not more than two (2) weeks

8/26/19-9/8/19	Friday, Sept 6, 2019	Friday, Sept 13, 2019	Not more than two (2) weeks
9/9/19-9/22/19	Friday, Sept 20, 2019	Friday, Sept 27, 2019	Not more than two (2) weeks
9/23/19-10/6/19	Friday, Oct 4, 2019	Friday, Oct 11, 2019	Not more than two (2) weeks
10/7/19-10/20/19	Friday, Oct 18, 2019	Friday, Oct 25, 2019	Not more than two (2) weeks
10/21/19-11/3/19	Friday, Nov 1, 2019	Friday, Nov 8, 2019	Not more than two (2) weeks
11/4/19-11/17/19	Friday, Nov 15, 2019	Friday, Nov 22, 2019	Not more than two (2) weeks
11/18/19-12/1/19	Friday, Nov 29, 2019	Friday, Dec 6, 2019	Not more than two (2) weeks
12/2/19-12/15/19	Friday, Dec 13, 2019	Friday, Dec 20, 2019	Not more than two (2) weeks
12/16/19-12/29/19	Friday, Dec 27, 2019	Friday, Jan 3, 2019	Not more than two (2) weeks

Sample Timesheet

Contract Code: 5123

Worksite Name: Ace Services, Inc.

Youth Timesheet

Name: Michelle Smith Pay Period Begin Date: 7/8/13
 DOB: 8/6/97 Pay Period End Date: 7/21/13

- Instructions:**
- Complete the information at the top of the sheet. If you do not know what to write, ask your supervisor.
 - After each day that you work, enter the **Date**, **Time In**, and **Time Out**. When recording your times, round to the nearest quarter hour
 • For example: if you started work at 9:27 am, you should enter 9:30 am; if you ended work at 5:07 pm, you should enter 5:00 pm
 - Once you are certain that everything is correct for that day, write your initials in the **Employee Initials** box.
 - Hand the timesheet to your supervisor, so that she/he may verify all of the information and place her/his initials the **Supervisor Initials** box.
 - Add up the hours for that day in the **Total Time** box.
 - Once you have completed the timesheet for the two-week pay period, calculate the total hours that you worked. You and your supervisor must sign the form to confirm that everything is correct.
 - Keep the Pink copy for your records. The Yellow and White copy should be turned in to a member of your program's staff.

Day	Date	Time In	Time Out	Lunch (if applicable)	Employee Initials	Supervisor Initials	Total Time (time worked minus lunch)
Monday	7/8	9:00 AM	1:00 PM	<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min	MS	ABC	4
Tuesday	7/9	9:00 AM	1:30 PM	<input checked="" type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min	MS	ABC	4
Wednesday	7/10	9:00 AM	1:00 PM	<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min	MS	ABC	4
Thursday	7/11	9:00 AM	1:30 PM	<input checked="" type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min	MS	ABC	4
Friday	7/12	12:30 PM	4:30 PM	<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min	MS	LJ	4
Saturday				<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min			
Sunday				<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min			
Monday	7/15	9:00 AM	1:00 PM	<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min	MS	ABC	4
Tuesday	7/16	9:00 AM	1:30 PM	<input checked="" type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min	MS	ABC	4
Wednesday	7/17	9:00 AM	1:00 PM	<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min	MS	ABC	4
Thursday	7/18	9:00 AM	1:30 PM	<input checked="" type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min	MS	ABC	4
Friday	7/19	12:30 PM	4:30 PM	<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min	MS	LJ	4
Saturday				<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min			
Sunday				<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 60 min			

Employee Signature:	<u>Michelle Smith</u>	Date:	<u>7/19/13</u>	Total Hours to be Paid:	40
Supervisor Signature:	<u>Lisa Jones</u>	Date:	<u>7/19/13</u>		

White: PYN Copy

Yellow: Provider Copy

Pink: Youth Copy

Incentive Plan Guidelines:

- Incentive Plans must be signed and dated in **blue or black ink**.
- Incentive Plans must have support attached to demonstrate achievement of the incentive planned goal(s).
- All Incentive Plans and support must be submitted to PYN.

All of the following information must be completed on all Incentive Plans:

- The contract code
- Participant's Name
- Date incentive was achieved

Sample Incentive Plan

			Contract Code: C901
			Organization Name: Sample
INCENTIVE SCHEDULE			
Date Incentive earned	Benchmark Achievement	Date Incentive Received	Incentive Value
July 12 th	High School entrance plan		\$75.00
July 26 th	Career Pathways mock interviews		\$75.00
August 9 th	Journal reflection completion		\$75.00
August 16 th	Career Pathways Project Presentation		\$75.00
Total Incentives Paid for Benchmarks:			\$300
Notes:			

Instructions: Please fill-in with information specific to your particular program's plan of issuing incentives for Career Exposure youth participants. Submit the form along with your project plan.

YOUTH HANDBOOK

© 2019 Philadelphia Youth Network, Inc.

YOUTH HOTLINE: 267-502-3742



STATEMENT OF RECEIPT PARTICIPANT PROCEDURES FORM

I hereby certify that I have received, read and understand the following procedures and policies in the Program Participant Handbook and acknowledge so with my signature.

- Programs Overviews and Guidelines (Participant Handbook pg. 3)
- Important Policies and Laws
 - Grievance Policy (Participant Handbook pg. 5)
 - Equal Opportunities and Civil Rights Policy (Participant Handbook pg. 6)
 - Participant Privacy and Confidentiality Policy (Participant Handbook pg. 8)
 - Participant's Release of Information Statement
 - Using Social Media
- Participant's Rights and Program Resources
 - Employee Rights (Participant Handbook pg. 6)
 - U.S. Department of Labor's "Youth Rules!" / Occupational Safety and Health Administration (Participant Handbook pg. 10)
 - Disclosure Statement for Employees as Required by the Child Protective Services Law (Participant Handbook pg. 11)*
 - Workers' Compensation Policy (Participant Handbook pg.12)
 - Program and Workplace Conduct (Participant Handbook pg. 13)
 - Appropriate Attire (Participant Handbook pg. 14)
 - Getting Paid (Participant Handbook pg. 15)*
 - Timesheets and/or Incentive Plans (Participant Handbook pg. 17)

Applicant/Participant Printed Name

DOB

Applicant/Participant Signature

Date Signed

Note: This document must be retained in the Applicant/Participant file.

***Only applicable for youth who are responsible for the welfare of children or have routine interaction and direct contact with children**

