

For more information visit:

www.njjjc.org

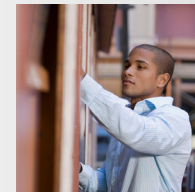
Or contact:

Anwar Walker, JJC Grants Coordinator

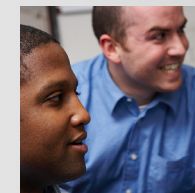
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Supportive Work Program Employer's Guide



Realizing Potential &
Changing Futures



New Jersey Office of the Attorney General
Juvenile Justice Commission

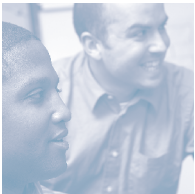
Purpose and Overview

The Juvenile Justice Commission's Supportive Work Program enlists community partners to develop highly structured transitional work experiences for youth who have encountered barriers to employment. By nurturing skills in an actual employment setting, youth can obtain basic life skills, sound work habits, and a positive attitude. Employers who participate in the program have the opportunity to work with young people to develop their employment skills and cultivate hard-working members of their employment team. Long term employment and job retention are essential goals of the Supportive Work Program.

Participating Youth

The population targeted by the Supportive Work Program includes youth currently residing at Juvenile Justice Commission Community Programs and those under the supervision by the Office of Juvenile Parole and Transitional Services. The Supportive Work Program is designed to help these youth gain work experiences that will allow them to increase their employability. All participating youth will meet the following criteria:

- Be at least 16 years old
- Demonstrate responsible behavior as well as significant progress during their time with the Juvenile Justice Commission
- Agree to abide by the rules and work assignments of their prospective employers
- Display a willingness to be positive and productive



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Employer Information

- Youth will receive the New Jersey minimum wage. This amount will be reimbursed to the employer by the Juvenile Justice Commission.
- Program duration is up to 21 weeks. Youth will be expected to work an average of 20 hours per week and function as part-time employees. Program participants will be entitled to all legal protections as afforded by state and federal employment guidelines.
- Employers must abide by all applicable regulations, licensing, and accreditation standards.
- **Employers will be required to complete a W-9 form as part of the reimbursement process. Additionally, a signed timesheet and/or payroll statement must be provided to the Juvenile Justice Commission for reimbursement purposes.**
- Employers are expected to provide all necessary forms (e.g., a W-4 form) to the youth for federal, state, and local tax purposes.
- Juvenile Justice Commission will monitor each youth's employment progress and interact with employers through on-site monitoring.
- The employer will be provided with Juvenile Justice Commission contact information for supportive purposes.
- A Memorandum of Agreement (MOA) has been developed detailing the responsibilities of the employers and the Juvenile Justice Commission. A signed MOA is required prior to participation in the Supportive Work Program.