

{Current Date Text}

{Participant Full Name}
C/O Parent/Legal Guardian
{Participant Mailing Address}

Dear {Participant Name}:

Thank you for your interest in Summer Youth Work Experience! The Summer Youth Work Experience is a service where you earn money while learning work skills. You will get to work with an employer in the community and build work experiences to add to your résumé. The availability of worksites and schedules will vary based on the options in your community.

As you prepare for your Summer Youth Work Experience, here are some important reminders:

- You will need an identification and a Social Security card or birth certificate before starting work. You can start organizing these documents now and have them ready for your first meeting with the Provider.
- If you are 14 or 15, you must have a work permit from your school. Please contact your school's front office to start this process.
- Services will be carried out by a Provider agency, and they will contact you directly. Be sure to ask any questions you may have about summer services, such as the work schedule, important contact information, and requirements related to any work sites (uniforms, shoes, medical tests, etc.).
- Please be flexible about the worksite and remember that gaining work skills at any site is valuable.
- If a worksite has not been confirmed, the Provider will discuss options with you when you meet with them.
- The Provider will review safety, attendance, call-off procedures, and behavior expectations on the first day of the work experience (Orientation). If you cannot follow safety, attendance, or behavioral expectations, we may need to meet to discuss other options.
- If you need transportation for your Summer Youth Work Experience, please contact me to discuss options and to make plans.
- A meeting will be scheduled in the late summer or early fall to discuss the Summer Youth Work Experience and plan for any next steps.

If you prefer not to work in the community at this time, you have the option to participate in remote Pre-Employment Transition Services (Pre-ETS). These services would follow a shorter schedule, are unpaid, and would take place online in a virtual learning environment. The services could include Instruction in Self-Advocacy, Counseling on Postsecondary Opportunities, Job Exploration Counseling, Work-Based Learning, and Workplace Readiness Training. You can also participate in both a work experience and Pre-ETS if you have the interest and availability.

[Blank field where counselor can add any specifics, they may want to e.g. “You have selected Provider A for Summer Youth; We had discussed this site requires black, nonslip shoes, so please be sure to have those before June 7th.”]

Please share this letter with your family, guardian, or other important people in your life. If you or your parent/ guardian have any questions or concerns, do not hesitate to contact me.

Sincerely,

{Login Name}

{Login Job Title}

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