



99 Main Street, Cortland, NY 13045
607-756-7585
klharvey@cortland-co.org

April 6, 2020

Dear Potential Employee and Parent/Guardian,

Thank you for your interest in the Cortland County Summer Youth Employment Program (SYEP). The application process is the first step toward establishing your eligibility for employment through our program this summer. Please review the application promptly and if you have any questions contact us immediately.

Because our office is closed as a result of the current pandemic, the application process is a little different this year. Please follow the directions below to help things run as smoothly as possible.

1. Fill out the application completely.
2. Read the income requirements on page 2. Please read the instructions for reporting income carefully. All applicants *must* meet these income guidelines established by the Federal government. Income must be verified in order for a participant to be eligible for the program. Please see the list of acceptable verification documents on page 5 of the application, which we will require before you are accepted into the program.
3. Review the list of required documents on page 5 and make sure you have them available to submit at a future date.
4. Return the application by email to klharvey@cortland-co.org. If you do not have access to email, please call Katrina at 607-756-7585 x3229.

All applicants must have an interview with program staff. Because of the current social distancing requirements, we will arrange interviews at a later time in the application process.

We encourage you to call or email with any questions you may have about the application and hiring process. We're looking forward to a great summer and are excited for you to be part of it.

Sincerely,

Katrina Harvey, Youth Specialist
Shannon Phillips, Director of Employment and Training