SYEP 2025
PROGRAM QUESTIONNAIRE

1. Did you encourage youth to fill out the SYEP 2025 Universal Application? If yes, what processes were used to make youth aware of the upcoming SYEP?

2. Did you use any other non-TANF funds (i.e. WIOA funds, city funds, Community Development Block Grant, etc.) to support SYEP?
   - If yes, indicate the following:
     - Funding Source
     - Amount of each funding source
     - Estimated youth to be served (not including TANF-eligible youth):
     - Eligibility requirements, including age, if different from the NYS SYEP requirements:
3. What is the process for recruiting/selecting worksites for the SYEP?
4. How are youth matched to worksites?
5. How do you ensure that youth participants are assigned work activities which are allowable under federal and State child labor laws?
6. How is program attendance tracked?
7. How is participant information (TANF documentation/attendance) maintained?
8. Do you outsource payroll? Are fingerprinting and/or background checks required for SYEP placements in your program?
9. If youth are placed at a worksite other than your agency, how often are program operators and/or worksites visited? Who is responsible for oversight of the worksites? If youth are placed at your agency, what oversight is provided by management?
10. In accordance with Chapter 421 of the Laws of 2014, providers are required to include a financial literacy education program for teenagers and young adults as part of the 2025 SYEP. To comply with this statutory requirement, a financial literacy component must be in place for all SYEP participants. Describe the financial literacy component provided to youth participants.
    - How many hours were spent in financial literacy activities?
      - Cornell Cooperative Extension
      - Other (please describe)
    - When was the component provided?
      - Date
      - Time
    - Were all youth offered the same instruction?
    - Were youth reimbursed for all activities? If not, please explain.
    - Other than Cornell Cooperative Extension, did you partner with an outside organization, such as a bank or financial institution? Were materials distributed to youth? If yes, please provide copies to the DCWIB.
    - Please describe how make-up/alternate sessions are offered to youth to ensure that every participant enrolled in SYEP receives instruction.
    - Describe any methods used to gather SYEP participant input to identify potential strength and weaknesses in financial literacy offerings.

11. Describe the sexual harassment prevention training components provided to youth participants.
   - How many hours did youth spend on sexual harassment prevention training?
   - When was the component provided?
   - Were all youth offered the same instruction?
   - Were youth reimbursed for all activities? If not, please explain.
   - Did you partner with an outside organization? Were materials distributed to youth?
12. Was an educational component (in addition to financial literacy/sexual harassment prevention) offered to youth participants? If yes, please describe.
   - How many hours were spent in educational activities vs employment?
   - Were all youth offered the same instruction?
   - Were youth reimbursed for all activities? If not, please explain.
   - Who is responsible for designing and/or providing the educational component (the program operator(s) or the district)?

13. New: Per 23-LCM-08, all districts and their designated program providers were instructed to gather SYEP participant input to evaluate their current financial literacy offerings. The form is the Survey Form in Attachment D.

   - Please describe the method or methods being used to review and evaluate your local **financial literacy curriculum.**
   - Provide a synopsis of the participant feedback received. (Minimum of 5 full sentences)

Agency: _____

SYEP 2025 OUTPUT

REPORT DUE 10/10/25

Outcomes are benefits for participants during or after their involvement with a program. Outcomes may relate to knowledge, skills, attitudes, values, behavior, condition or status. **Outputs** are products of a program's activities, such as number of participants served. Another term for "outputs" is "units of service." A program's outputs should produce desired outcomes for the program's participants.

Output Report- Total Number of Youth in Program: _____

Output	# of youth	% of youth	Output	# of youth	% of youth
Youth start SYEP program			Youth create a personal budget		
Youth finish SYEP program			Youth participate in Smart Staffing session		
Youth participate in Cornell Cooperative session			Youth participate in alternative career exploration session		
Youth participate in alternative financial literacy session			Youth participate in Closing Ceremonies		

Outcome Report

Outcome Statement List the change achieved by participants during or after the program	Target # of unduplicated youth (for the summer program only)	% of unduplicated youth (for the summer program only)	Instrument/Tools Who collected data and how it was collected the data
SYEP participants will know how to create a personal budget.			
SYEP participants will know a minimum of 4 behaviors important to employers.			
SYEP participants will be able to share knowledge of working as part of a team.			