

PROCEDURE FOR SUMMERWORKS 2021  
PROGRAM PARTICIPANT AGREEMENT

All youth registering in SummerWorks must sign the Program Participant Agreement. Additionally, a parent or legal guardian must sign the Program Participant Agreement for all youth aged 16 or 17. Youth 15 and younger are not eligible for the program.

**PROCEDURE FOR NON-AFFILIATED YOUTH**

Youth that are not already working with one of our coaching agencies will use Eventbrite to sign up for an orientation offered by IRCO. The Eventbrite link is <https://sw2020orientation.eventbrite.com>.

The Eventbrite asks youth to enter their name and email address. Then it asks them if they are 16 or 17 years old. Youth who answer yes will be asked to enter the email address for a parent or legal guardian.

- 1) IRCO staff access the Eventbrite and download a report of youth signed up for their orientations.
- 2) IRCO coach prepares for an orientation by emailing a Program Participant Agreement to all youth signed up for that orientation. The email language must be EXACTLY as documented in Appendix A. The email attachment must include: the Program Participant Agreement, the SSN Disclosure and the EEO Disclosure, and COVID 19 Acknowledgement. To sign the Program Participant Agreement, youth will follow the directions in the email and reply to it with the words: I agree. Please note: Each youth's completed application is not to be attached, as it contains PII. Attach only the participant agreement.
- 3) IRCO coach then checks the orientation roster to see if any youth in the orientation are 16 or 17. The coach must email the Program Participant Agreement to the parent or legal guardian of any youth aged 16 or 17. The coach should forward the email sent to the applicant to their parent or legal guardian's email account to secure approval of enrollment. The parent/legal guardian email language must be EXACTLY as documented in Appendix A. The parent/legal guardian email must include the same single PDF attachment that contains the Program Participant Agreement, the SSN Disclosure and the EEO Disclosure. To sign the Program Participant Agreement, parents/legal guardians will follow the directions in the email and reply to it with the words: I agree.
- 4) IRCO coach collects all email replies (all signed Program Participant Agreements) in a designated electronic folder. When the coach has access to a printer, the coach will print all email replies (all signed Program Participant Agreements). The coach will attach copies to participants' printed applications and file them in each youth's paper file.
- 5) As the coach receives signed participant agreement emails, it may be helpful to track receipt on the spreadsheet report downloaded from Eventbrite. A column may be added to the spreadsheet for this purpose.
- 6) Once youth complete orientation, the coach will open ITrac and register youth for SummerWorks. Please refer to the "SummerWorks Registration Completion" section on page 11 in the ITrac guide titled "SummerWorks Customer Data Entry Manual."

Please note that completing orientation means the youth has:

- signed the Program Participant Agreement
- attended orientation
- submitted a WEX application during, or immediately after, orientation

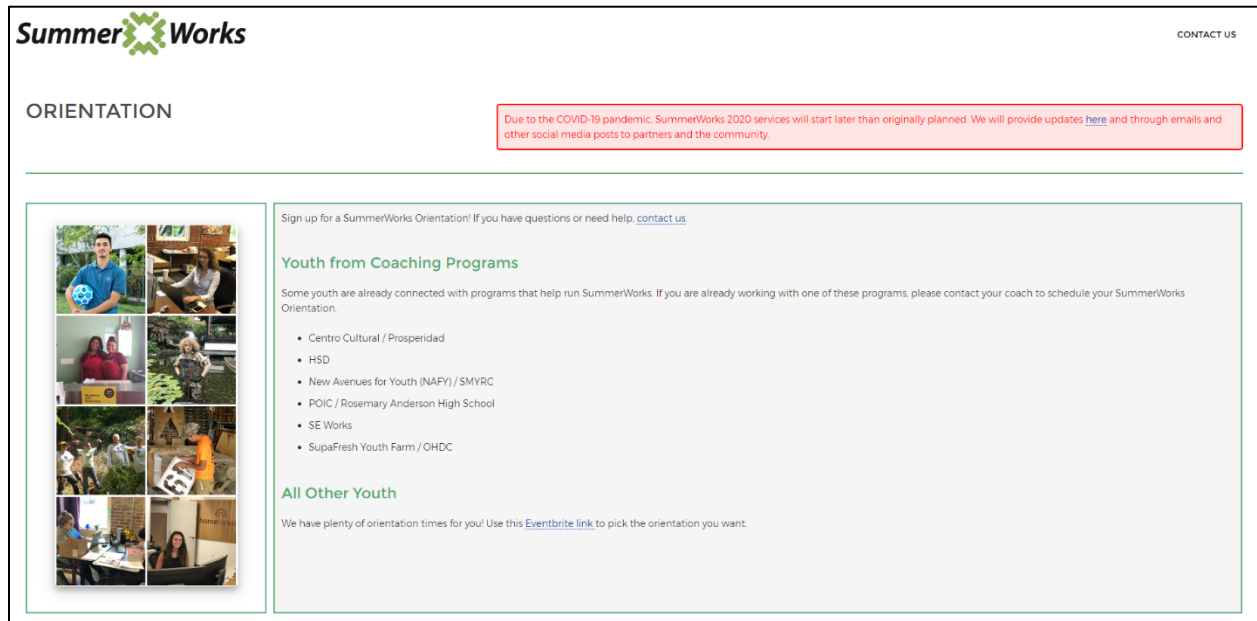
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**PROCEDURE FOR YOUTH AFFILIATED WITH AN AGENCY**

Youth that are already working with one of our coaching agencies will contact their current coach to sign up for an orientation. Each coaching agency is scheduling and running its own orientations for its own youth. Each coaching agency will develop its own internal procedures.

Some youth may not remember or realize that they already are working with one of SummerWorks' six coaching agencies. They may click on the Eventbrite link and enroll in one of IRCO's orientations. Here is a screenshot of the Orientation webpage that youth see.



Coaching agencies may wish to review the rosters for each IRCO orientation to see their youth have enrolled by mistake. IRCO will email a report to all coaching agencies on a regular basis. If a coaching agency reschedules one of its youth from an IRCO orientation to its own orientation, the agency must tell IRCO to release the spot so another youth could attend that orientation.

Once a roster is established, coaching agencies follow steps 2 to 6 on the page 1 of this guidance.

**APPENDIX A: OFFICIAL GUIDANCE FOR OBTAINING E-SIGNATURE DURING EMERGENCY**

Youth workforce programming (including SummerWorks) requires enrollment and a participant signature on the program participation agreement and COVID essential information and acknowledgement of risk; email electronic signature (see required content below) is approved for use during the emergency. An email should be sent to the participant upon registration/attendance in an orientation session. The email should go to the participant's email address and ask that the participant reply that they agree. The SSN and EEO Disclosures are to be attached to the email.

**Please Note:** *The participant's completed application is not to be sent, as it contains PII.*

The returned email agreement is to be retained and once the emergency regional program standards have been rescinded and services resume in the office, the email(s) must be printed and attached to the printed application and retained in the participant's file.

**Staff Email Content**

The staff email to the participant must include the following verbiage:

**LANGUAGE FOR EMAIL TO YOUTH APPLICANT  
REQUESTING ELECTRONIC SIGNATURE OF PROGRAM PARTICIPANT AGREEMENT  
AND COVID ESSENTIAL INFORMATION AND RISK ACKNOWLEDGEMENT**

*[Name of Applicant]* – Please reply to this email after reviewing the attached documents with “I Agree” if you do agree and wish to be enrolled in the program services we discussed. Thank you.

This email from my personal email account is my certification that the information I provided to staff and through the application process is true to the best of my knowledge as of the application date. I understand this information may be reviewed and verified and that I may be asked to return and sign the application once the Statewide COVID-19 emergency has been cancelled.

If requested later, I agree to provide documentation to confirm the information being used to determine my eligibility. I understand that providing false or inaccurate information could lead to removal from the program and deem me liable for all costs expended on my behalf. I further understand that if I am found ineligible after enrollment I will not be allowed to continue in the program and may be held responsible for the cost of the services I received. By approving this agreement via email, I further acknowledge that I have received via email and reviewed information about the use of my social security number and understand the Equal Opportunity statement and complaint procedure.

I acknowledge and understand that in order to provide me with the best service and support possible, partners within the Youth Workforce system (including SummerWorks) may exchange information about my participation in program services. By approving this application via email, I give my consent to the sharing of this information between program partners.

**APPENDIX A, continued**

**Youth Under 18**

When youth workforce (including SummerWorks) applicant is under age 18, staff are to forward the email sent to the applicant to their parent or guardian's email account to secure approval of enrollment. The parent or guardian email is to include this verbiage:

**LANGUAGE FOR EMAIL TO PARENT OR LEGAL GUARDIAN  
REQUESTING ELECTRONIC SIGNATURE OF PROGRAM PARTICIPANT AGREEMENT  
AND COVID ESSENTIAL INFORMATION AND RISK ACKNOWLEDGEMENT**

*[Name of Parent or Guardian] – [Name of Applicant] has applied for enrollment into services with [Name of Contractor Agency]. In order to enroll them in services, your approval is required. Please review the email below and the attachments included that [Name of Applicant] is being asked to review and reply their approval to. If you agree that they may enroll in our services, please reply to this email with "I Agree." If you do not approve their engagement with our program services, please reply "I Do Not Agree" and the enrollment process will be terminated. Thank you. If you have any questions, please feel free to contact me at [Coach Email Address] or [Coach Phone Number].*

**Note:** Staff should include contact information for the parent to use if they have questions.