



Summer 2017 Program Protocols, Policies and Updates

Dear Summer 2017 Program Provider,

Please see below for important information about the Summer 2017 program session, including important dates, our teen notification protocol, teen interview procedures, new forms and updated stipend information!

If you have any questions about any of the policies and protocols, please contact your Program Specialist.

Important Summer 2017 Program Dates

Roster Enrollment Deadline: Tuesday, May 30, 2017 by 5pm

Summer 2017 Program Dates:

Monday, June 26 to Saturday, August 12 (Advanced Apprenticeships)

Wednesday, July 5 to Saturday, August 12 (Apprenticeships, Internships, Assistantships)

Non-Program Days: Monday, July 3 and Tuesday, July 4

Click [here](#) for the 2017 - 2018 Program Calendar.

Teens Notified of Application Status - Wednesday, May 31

To improve our communication with teens during the application process, After School Matters will directly email **all** teens who have applied to Summer 2017 programs on May 31 to inform them of their enrollment status (placed or not placed) for each program to which they applied.

As a Summer Program Provider, you must have your roster(s) finalized and entered into Cityspan by **5pm on Tuesday, May 30** to ensure teens receive accurate information about their enrollment status.

Teens listed on Cityspan rosters as either "PENDING" or "ENROLLED" are considered placed. You should continue to communicate your enrollment decisions as you make them to teens

directly (via phone and/or email) before and after the May 30 enrollment deadline. The enrollment notification email should not replace direct communication between you and teen applicants.

What This Means for You

- You must ensure that your program roster is fully and accurately entered into Cityspan by Tuesday, May 30 at 5pm.
- Teens listed in Cityspan rosters as either "pending" or "enrolled" are considered placed.
- Teens listed in Cityspan rosters as "not enrolled" are considered not placed and will be encouraged to apply to more programs.
- Continue to directly communicate your enrollment decisions with teens as you make them.

If you have any questions about the new teen notification procedure, please contact your Program Specialist.

Teen Interview Procedure

To provide transparency and equity throughout the After School Matters teen application process, we require programs to interview more teens than the maximum enrollment per program. Here's what this looks like in action:

1. A program can receive up to three times more applicants than program slots (e.g. a program with a target enrollment of 15 teens can receive 45 applicants).
2. After a program receives three times more applications than the target enrollment*, additional teens that apply will be placed on a waitlist. (e.g. the 46th applicant to a program with 15 slots will be placed on the waitlist).
3. **Providers must interview all initial applicants** (up to 45 applicants for 15-slot programs; up to 90 applicants for 30-slot programs). After interviewing the initial applicants, instructors can access their waitlist.
4. Providers must document interview outcomes under Cityspan's interview tab. An interview outcome (Recommend Enroll, Do Not Enroll, Not Interviewed, Recommend Audit) must be entered for every teen who applied for the program and was not listed on the waitlist.

*For internships with target enrollment of less than 5: waitlist starts after 15 applicants; for target enrollment of 6 - 10: waitlist starts after 30 applicants, etc.

Teen Interview Outcomes

An interview outcome (Recommend Enroll, Do Not Enroll, Not Interviewed, Recommend Audit) must be entered for all teens you interviewed by Friday, July 14.

Instructors or liaisons must interview all teens who applied and who are not on the waitlist (teens who appear in black in Cityspan). You are not required to interview teens on the waitlist (teens who appear in blue in Cityspan). However, if you do interview a teen from the waitlist, you must enter an interview outcome for this teen into Cityspan.

Click [here](#) for a step-by-step guide for entering interview outcomes in Cityspan. This guide can also be found in the Documents section of Cityspan.

ACTION REQUIRED: PACR Forms for Teen Interns and Assistants

Teens participating in After School Matters Internship programs or acting as an intern/assistant in any apprenticeship program are required to sign an intern/assistant-specific Program Acknowledgement, Consent and Release (PACR) Form. There is a separate line for the Teen Intern/Assistant PACR within Cityspan's Intern/Assistant Checklist, which is required to be checked once that form is submitted by your intern or assistant.

All interns and assistants (continuing and new) should have a signed the Intern/Assistant-specific PACR form.

Click [here](#) to download the Teen Intern/Assistant PACR Form. This is also available on Cityspan.

Teen Artwork Final Product Policy

We're proud of the high quality work produced by teens in After School Matters programs, and we're thrilled to display and sell teen-produced pieces in the After School Matters Gift Shop at 66 E. Randolph St. As a reminder, all work produced by teens in an After School Matters program is the property of After School Matters. Their work may be sold in the After School Matters Gift Shop, through our online Gift Shop, or at auxiliary After School Matters Gift Shop locations. Selections of items are based upon the available market for the product. If the product is sold, the teens will be notified. Revenue from the store is used to fund future After School Matters programs. Teens may purchase their own work at a discounted rate. Moreover, if their item doesn't sell within two program sessions, it may be returned to them. If they would like to purchase their work, please have them complete the Teen Artwork Purchasing form, which is available in the document section of Cityspan.

Teens Without A Permanent Address

Teens who do not have a permanent home address will be able to indicate so on the teen application, removing what may have been a barrier for teens to be eligible for programs.

Our Finance and Programs Departments will work with Liaisons to ensure that teens who check this box receive their stipend checks in a secure and timely manner. **If a teen tells you they have no permanent address, please contact your Program Specialist to ensure their checks will not be mailed.**

Social Security Cards

When enrolling teens into your programs, Instructors/Liaisons should not make a copy of the teens' Social Security card unless explicitly asked to do so by After School Matters staff in an instance where an SSN cannot be verified.

Teen Attendance

Attendance should be entered by Sunday evening on a weekly basis. For details on the teen attendance policy, refer to the [Overview and Policy Manual](#) and [Participant Manual](#). All manuals are available in the Documents section of Cityspan.

End of Session Document Submission

Due: Monday, August 28, 2017

1. Expense Report (CBOs only - submitted via Cityspan)
2. Certification Letter (CBOs only -submitted via Cityspan)
3. Teen Documents (submitted in person to the After School Finance Team Matters: 66 E. Randolph St, 4th Fl. during regular office hours):
 - **Attendance Sheets:** Must be signed by teens on each day of program.
 - **Program Acknowledgement, Consent, and Release (PACR):** New teens must complete the PACR at the start of the program. Returning teens who have a PACR on file do not have to re-submit.
 - **Copy of Social Security Card/ITIN (if collected):** Providers **do not** have to make copies of SS Cards/ ITIN to enroll a teen. **If** you make copies, submit them with your teen docs.
 - **Visual Artist Rights Act (VARA) Wavier (if applicable):** Only applies to visual arts programs
 - I-9 and W4s required for **Interns and Assistants only:**
 - Form I-9 and copies of supporting documentation
 - Illinois W4
 - Federal W4

Stipend Amounts for Summer 2017

Stipend amounts vary based on the type of program:

Program Model	Total Stipend Amount
Pre-Apprenticeship	\$336
Apprenticeship	\$420
Advanced Apprenticeship	\$725

**Interns and Assistants are paid an hourly wage.*

Crisis Checklist

The Crisis Checklist provides guidance on what to do if there is an incident, accident, or emergency situation in your program. Click [here](#) to see the Crisis Checklist, which can be also be found in the Documents section of Cityspan.

Thank you all for the outstanding work that you do in providing Chicago teens opportunities to discover their potential and find their future!

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Share your program highlights with us!

