



2016 FACT SHEET

LINN COUNTY SMALL BUSINESS FIRST-TIME EMPLOYMENT YOUTH WAGE GRANT PROGRAM

Linn County Board of Commissioners announce its summer Small Business First-Time Employment Youth Wage Grant Program which will assist County small businesses (35 employees or less) in hiring first-time employment youth; a youth who has not previously worked for the employer. The Commissioners understand that the current Oregon minimum wage is making it difficult for Linn County small businesses to employ entry-level youth who are then unable to gain valuable work experience.

The County will reimburse Linn County small businesses (35 employees or less) who employ first-time employment youth \$2/hr for hours worked from May 2 through September 30, 2016. An employer can only hire three (3) qualifying youth at any given time. Maximum reimbursement per employer is \$3,000 with a maximum of \$1,000 per new hire youth. Each youth has to be legal to work in the U.S., a Linn County resident and at least 14 years of age but not older than 19. Youth 14 through 17 must be hired with a Bureau of Labor & Industries permit. The employer has to certify they are in compliance with all Federal and State youth labor laws (State Board of Labor & Industry [BOLI] rules and regulations).

An employer may **file an application** with the Linn County Board of Commissioners, 300 4th Ave SW (PO Box 100), Albany OR 97321, 541-967-3825 from **May 2nd through September 9th, 2016**. The application must identify the first-time employment youth by date hired, name, age, home address, phone number and have a properly completed Employment Eligibility Verification Form I-9 for each youth showing he or she is legal to work in the United States. Once an employer application is approved, the employer will be required to sign a contract with Linn County stating the terms of the program and what will be expected of the employer to receive reimbursement at a rate of \$2/hr for hiring a first-time employment youth.

All participating employers will have until November 11, 2016 to submit a request for reimbursement of payroll costs. Documentation must include payroll stubs indicating the participating youth by name, home address, number of hours worked, and pay per hour. All reimbursement requests that include youth 14 through 17 must include a copy of the employer's Bureau of Labor & Industries permit. Reimbursement requests must cover a pay period of at least 30 days or for the entire program period or may be made at the time a youth is terminated. Payment will occur within 30 days of receipt of the request for reimbursement. **For further information contact the Linn County Board of Commissioners' Office, Linn County Courthouse, P.O. Box 100, Albany Oregon 97321, 541-967-3825.**



2016 - LINN COUNTY SMALL BUSINESS FIRST-TIME EMPLOYMENT YOUTH WAGE GRANT APPLICATION

OFFICE USE ONLY

Linn County will reimburse Linn County small businesses (35 employees or less) that employ first-time employment youth at a rate of \$2.00/hr for hours worked from May 2nd through September 30th 2016.

Application deadline is September 9, 2016 - Reimbursement deadline is November 11, 2016

APPLICANT: (Please Print)

MORE ON REVERSE SIDE

Name of Business: County:

Address, City, Zip: Telephone:

Contact Person: Title:

COMPANY: Corp. Partnership Proprietorship Coop. Other (if other, describe)

FIRST-TIME EMPLOYMENT YOUTH:

1. Date 1st hired: Age: Name: Address: City, Zip: Phone:

3. Date 1st hired: Age: Name: Address: City, Zip: Phone:

BOLI CERTIFICATE MUST BE INCLUDED WITH APPLICATION IF YOUTH IS BETWEEN 14 AND 17 YEARS OF AGE

2. Date 1st hired: Age: Name: Address: City, Zip: Phone:

Have you completed an I-9 for each youth listed? Y N Job Description:

Has applicant or any officer of the applicant been convicted of a crime, in receivership or adjudicated as bankrupt?

Yes () No (). If yes, please explain:

REQUIRED INFORMATION:

FED I.D.#

Workers' Comp Provider:

Policy #:

General Business Liability Ins Provider:

Policy #:

AGREEMENT: By signing, I (we) hereby agree:

- All reports and documents related to this grant request are true and accurate to the best of my (our) knowledge. I (we) understand misrepresentation will result in disqualification from the program and forfeiture of any funds received. I (we) have a properly completed Employment Eligibility Verification Form I-9 for each eligible youth hired showing he/she is legal to work in the United States. I (we) certify that this company is in compliance with all State & Federal Labor Laws. I (we) are authorized signatory for the applicant.

By Title Date

By Title Date

MAIL COMPLETED APPLICATION TO:

Linn County Board of Commissioners, PO Box 100, Albany OR 97321; (541) 967-3825; FAX (541) 926-8228



2016 - LINN COUNTY SMALL BUSINESS FIRST-TIME EMPLOYMENT YOUTH WAGE GRANT APPLICATION

This application will provide basic information needed to review your grant request. To the extent permitted by O.R.S. 192.502(3), all details will be held in strict confidence.

GRANT QUALIFICATIONS

Linn County, using economic development funds, will reimburse Linn County small business employers (35 employees or less) that employ first-time employment youth **hired on or after May 2, 2016** at a rate of \$2.00/hr for hours worked. The program period runs from May 2nd through September 30, 2016. Maximum employer reimbursement per new employee will be up to \$1,000; Maximum reimbursement per employer can't exceed \$3,000. Each youth employed must be a Linn County resident, at least 14 years of age, but not older than 19. **Youth 14 through 17 must be hired with a Bureau of Labor & Industries permit, include a copy with this application.** The employer will have to certify they are in compliance with all Federal and State youth labor laws (State Board of Labor & Industry {BOLI} rules and regulations). The maximum any one employer may hire at any one time is three (3) qualifying youth.

An employer may **obtain an application** at www.co.linn.or.us or by calling the Linn County Board of Commissioners' Office at (541) 967-3825. The deadline to submit an application is **September 9, 2016**. The application must identify the first-time employment youth by date hired, name, age, home address, phone number. The employer must have on file a properly completed Employment Eligibility Verification Form I-9 for each youth hired showing he or she is legal to work in the United States. Once an employer application is approved, the employer will be required to sign a contract with Linn County stating the terms of the program and what will be expected of the employer to receive reimbursement.

All participating employers will have until **November 11, 2016 to submit a request for reimbursement** of payroll costs at a rate of \$2.00/hr up to \$1,000 per new hire youth for work performed during the program period. Documentation must include payroll stubs indicating the participating youth by name, home address, number of hours worked, and pay per hour. **Reimbursement requests must cover a pay period of at least 30 days or may be made at the time a youth is terminated.** Payment will occur within 30 days of receipt of the request for reimbursement.

To Obtain BOLI Certificate for youth Under 18:

Bureau of Labor & Industries (BOLI)
Child Labor Unit
(971) 673-0836
www.oregon.gov/BOLI/whd/clu

To obtain an I-9 either contact:

Your CPA or go to www.uscis.gov