



GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

◆
DEPARTMENT OF LABOR

2203 Church Street - Christiansted
St. Croix, VI 00820-4612
(340) 773-1994
Fax (340) 773-0094

P. O. Box 302608 - Charlotte Amalie
St. Thomas, VI 00803-2608
(340) 776-3700
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Office of the Commissioner

PRESS RELEASE

FOR IMMEDIATE RELEASE

MEDIA CONTACT PERSON

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Friday, May 6, 2005

**SUMMER YOUTH EMPLOYMENT APPLICATIONS NOW
AVAILABLE**

Department of Labor Commissioner, Cecil R. Benjamin, announces that the Department of Labor has begun the application process for its *Summer Youth Employment Programs*. Commissioner Benjamin states, “*The Summer Youth Employment Programs* have been a valuable source of work experience as well as providing a summer income for many Virgin Islands youths. These programs were designed to afford young people between the ages of 14 through 21 with a significant source of preparation and training in order to be able to fully enter the workforce.”

Interested persons must meet certain eligibility requirements. A checklist of the items needed for the application can be obtained from the Department of Labor on St. Croix at the **Workforce Investment System office in the Sunny Isle Mini Mall**, or on St. Thomas at **53A, 54A&B Kronprindsens Gade**, between the hours of 8:30 am and 4:00 pm Monday through Friday.

Please direct all inquiries to the Workforce Investment Systems Office at **776-3700** in St. Thomas and **778-0429** in St. Croix. Openings for *the Summer Youth Employment Programs* are limited. Thus, all interested persons are reminded to apply as early as possible.



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May 27, 2005

The Virgin Islands Department of Labor, Division of Training, is registering young people for their Annual Youth Summer Employment Programs. The Federally funded Summer Employment Program serves our youth between the ages of fourteen and twenty-one (14-21). The Virgin Islands Summer Employment Program serves those between the ages of fourteen and twenty-five (14 and 25). If you wish to register for employment under the Summer Youth Employment Programs have the following information completed and bring it with you to the Department of Labor, St Croix or St Thomas, Division of Training. Registration for this program will not be held on May 31, and June 30, 2005. Please see and use the attached forms.

To register for the Summer Employment Program, the following information is required to be brought with you to the Labor Department, Division of Training. **You must be accompanied by a parent or guardian in order to register for the Summer Youth Employment Program if you are under eighteen years of age.**

Bring the following documents:

1. Documentation of date and place of birth, and/or naturalization, or your legal status in the United States Virgin Islands.
2. Social Security Card and a valid form of Identification.
3. Most Recent Pay Stub from your parent's or guardian's employment, ***with full hours noted on the stub if they have been employed for the past six months by the same employer.*** Otherwise, bring a letter from the employer (Job Letter) stating the date your parent or guardian started to work, the hours worked each week and their hourly or annual salary, or a notarized statement of self-employment.
4. High School Diploma or General Equivalency Diploma (GED)
5. If you are still in school bring your most recent Report Card or have the ***School Verification Form*** filled out and signed by a school official and bring it with you. College/High School Identification Card for Current Year of Enrollment.
6. If your family receives Food Stamps bring the Food Stamp Certification Card bring documentation of Food Stamps and/or Temporary Assistance to Needy Families assistance.
7. Verification of Unemployment Insurance Benefits for Family Members Living in your Household. How many family members live in your household?
8. Verification of Social Security Benefits, if applicable.
9. Verification of Residency – Physical Home Address (WAPA or PHONE BILL)
10. Certification of disability, marriage or military selective services status, if applicable.

Please call the Department of Labor, Division of Training, if you have any questions. We look forward to serving you.

Government of the Virgin Islands of the United States
Department of Labor

<Division of Training

St. Croix
2203 Church Street
Christiansted, VI 00820-4612
Phone: (340) 773-1994
Fax: (340) 773-1858



St. Thomas
P. O. Box 302608
Charlotte Amalie, VI 00803-2608
Phone: (340) 776-3700
Fax: (340) 774-5908

Date _____

Dear: _____

CUT OFF DATE: _____

NO APPLICATIONS ON THIS DATE
(NOT A DEADLINE OR AN APPOINTMENT)

In order to serve you, please bring the documents that are checked with you when you come to the Department of Labor Office to apply for training:

- Certificate of Birth, Baptismal Certificate, U.S. Passport, Green Card or Naturalization Certificate
- Social Security Card/ Print-Out from Social Security or Valid V.I. Driver's License
- Most Recent Family Check Stub (s) Mother/Father or Guardian **with Full Hours**
- **Verification of Employment (Self / Employer)**
- High School Diploma or General Equivalency Diploma (GED)
- College / High School Identification Card for Current Year Enrollment
- Letter from School Verifying Enrollment
- Letter from the Department of Human Services for Temporary Assistance to Needy Families
- Food Stamp Certification Card
- Benefit Letter from Social Security Administration
- Registration Card for Selective Service (males ages 18-25)
- Marriage Certificate, if you are Married (applicant/parent)
- Notarized Statement of Self Support
- Water and Power Authority **Bill** (most recent bill/ Most Show Current Residential Address), Rent Receipt, Voter's I.O. Card, Public Assistance Record, Valid V.I. Driver's License, Applicant Statement
- Documentation of Disability
- Number of Family Members (through blood, marriage or adoption) Living in your Household
- Verification of Unemployment Insurance Benefits for Family Members Living in your Household who are Unemployed
- Please indicate verification documents of offender, Homeless or Runaway Youth

Bring Parent or Guardian with you to our office, if you are under 18 years of age.

Government of the Virgin Islands of the United States

Department of Labor

Division of Training/Workforce Development Unit

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Fax: (340) 773-1858



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SCHOOL VERIFICATION FORM

PLEASE TYPE OR PRINT CLEARLY

DATE: _____

TO: VIRGIN ISLANDS DEPARTMENT OF LABOR
DIVISION OF TRAINING

FROM: _____

This letter verifies that _____ is currently enrolled as a
Student at _____ for the _____ school year
and is presently in the _____ grade/class.

_____ Special Education Student
(If applicable, indicate with an "X" above)

Name of School Official

Job Title

Signature

