

**PROGRAM ADDENDUM
REQUEST FOR PROPOSALS**

FOR

**2015 TEMPORARY ASSISTANCE TO NEEDY FAMILIES
SUMMER YOUTH EMPLOYMENT PROGRAM**

ISSUE DATE: Wednesday, April 29, 2015

DUE DATE: Friday, May 29, 2015

ISSUED BY

The Westchester County
Department Of Social Services
Office of Workforce Investment
120 Bloomingdale Road

ON BEHALF OF

The Westchester/Putnam
Local Workforce Investment Board
120 Bloomingdale Road
White Plains, New York 10605

Kevin McGuire, Commissioner, Westchester County Department of Social Services
Philippe Gille, Deputy Commissioner, Westchester County Department of Social Services
Donnovan Beckford, Director, Westchester County Department of Social Services, Office of Workforce
Investment

**ROBERT P. ASTORINO
WESTCHESTER COUNTY EXECUTIVE**

**MARYELLEN ODELL
PUTNAM COUNTY EXECUTIVE**

**Equal Opportunity Employer/Program/Auxiliary aids and services are available upon request for
individuals with disabilities.**

**Programa y Empleador con Igualdad de Oportunidades Asistencia y servicios para individuos con
incapacidades están disponibles al solicitarlos**

SCOPE OF SERVICES

FINANCIAL LITERACY

Proposals for the 2015 Temporary Assistance to Needy Families Summer Youth Employment Program must include a financial literacy program for all participants. The application must include the following:

- a. A description of the program that includes the overall goal of the program, activities planned, scheduling description, goals to be achieved, scheduling and how will you determine program success.
- b. Documentation in each participant record indicating program completion.

INCOME VERIFICATION

- a. For SYEP eligibility, current income is defined as income that has been or is expected to be received in the calendar month of the application for TANF services, and is expected to continue beyond that month. If income in the calendar month of application is higher than the family member's regular monthly income, the applicant may provide information based on annual income from the previous 12 months. A six month period is no longer acceptable for income verification.
- b. Family size should also be determined during the calendar month of the SYEP application. Family members include the applicant's mother, father, stepmother, stepfather, any brothers or sisters (including half-siblings) who are under 18 years of age (or 18 and in secondary school) and these siblings' parents if they all reside in the applicant's home.