



CITY OF ATLANTA 2026 SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

YOUTH PARTICIPANTS FAQ

1. What is the purpose of this program?

The City of Atlanta's Summer Youth Employment Program aims to offer youth the opportunity to explore career interests and develop work-related skills. Participants will have access to a variety of paid internships and employment opportunities across multiple industries, enabling them to gain hands-on work experience and acquire marketable skills.

2. When is this program happening?

The program runs from June 8, 2026, to July 16, 2026. Selected positions may offer the possibility of extension into long-term opportunities.

3. How do I sign up?

- Complete the online registration application at <https://afterschoolhq.com/ADOLEES/activity/2026summeryouthemployment> to receive information about summer employment, internships, and skills-trade programs.
- Ensure your email address is accurate, as it will be used for all communications regarding position nominations, hiring processes, and next steps.
- After registering, you will be included in a database of candidates and will receive further instructions via email and in portal notifications.
- You will be sent a notification to upload the required documents in your customer profile within the SYEP online portal.
- Regularly check your email for updates. Some communications are sent from our constant contact platform. Please check spam/junk mail for any SYEP related communications.

4. Once I register and submit my application, how often should I check my email?

Please check your email daily and respond to any instructions within 24 hours.



5. Will I be guaranteed a summer job/internship?

The Summer Youth Employment Program (SYEP) **does not** guarantee a job or internship. The selection process is competitive, so it's important to showcase your best career readiness skills, such as punctuality, interviewing, and communication, to make a strong impression.

6. What if I don't have Internet access at home?

Most jobs and internship opportunities require on-site presence, where you will have the resources, you need to be successful. If you need Internet access, you may visit the **Atlanta Department of Labor & Employment Services**, 818 Pollard Blvd., Atlanta, GA 30315. *The Resource Library is available at the location listed above, Monday - Friday from 8:30 AM to 5 PM.*

These hours are subject to change. If specific assistance is needed from our SYEP team to include uploading your documents in the portal, please schedule an appointment by clicking this link

<https://www.signupgenius.com/go/10C0B4BA9A82EAAFBC43-63019957-syep>

- *Due to the high-volume of interested participants and off-site events, walk-ins are not encouraged. Scheduling an appointment ensures a dedicated time to meet with a SYEP team member to properly assist you, help you upload your documents and get you started on your SYEP journey!*

7. What happens once I complete the online registration?

- You will receive a notification to upload your documents in our SYEP portal. This is required to determine if you meet the eligibility criteria for SYEP.
- You will be added to a candidate list and matched with positions in your selected industries, if available.
- Once matched, you will be invited to SYEP orientation
- You will receive an offer letter with your assignment
- Some employers will contact participants for an interview
- Remember to check your email daily. (Please check your SPAM/Junk folder)

8. What are the documents required for registration?

- Original birth certificate (Birth Certificate Replacement <https://bit.ly/birthcertificate1>)
- Proof of City of Atlanta residency (lease, mortgage, utility bill, etc.)
- Photo ID (state or school) (State ID Card <https://bit.ly/StateID1>)



- Original Social Security card (Social Security Card Replacement <https://bit.ly/socialsecurtycard>)
- Work permits for participants under 16 years old (<https://bit.ly/minorworkpermit>)

9. How are participants assigned or matched to jobs?

There are two (2) ways that you may be assigned or matched to a job (internship, part-time job, etc.)

1. You may be directly contacted by employers to apply through their portals.
2. You may be nominated for positions, with notifications on the next steps provided.

10. How do I get transportation assistance?

- Transportation supportive service is provided for select programs of the youth residents enrolled in the Summer Youth Employment Program (SYEP). Once employed, you will request transportation assistance during our on boarding process.
- The MARTA Breeze Card will be distributed prior to your first day at your designated summer job

11. How do youth participants get paid?

Youth enrolled in the SYEP program will earn wages or stipends while completing an internship, educational or job industry related certification skill. While completing the program, the wages will be issued after the program has started and attendance has been verified. For programs that utilize stipends, the youth will receive payment bi-weekly, and a payroll calendar will be issued to the participant. A payroll schedule will be shared upon entry into the program, during the onboarding process.

12. Payroll Information, Policies, and Procedures

- Choose your payment method during orientation/onboarding. Options include direct deposit via a Pay Card or your personal bank account.
- You will be paid according to the pay schedule provided during onboarding.
- Your pay or stipend will be direct deposited into the checking or savings account based on the information provided from your bank or you may choose to receive a debit Pay Card



- Report any payroll issues to your worksite supervisor/manager immediately. The Summer Youth Employment Program (SYEP) is not responsible for lost or stolen debit or pay cards and will not issue paper checks.

13. **If you receive an assignment letter, what are the next steps?**

Your offer letter will include directions and proof of employment and may outline the process for obtaining a work permit if you are under 16.

AGES 14 – 15 WORK PERMIT INFORMATION

For all participants younger than 16 years of age:

14. **How do I get a work permit? (AGES 14-15) ONLY**

A step-by-step guide for minors seeking to obtain a work permit is located <https://bit.ly/minorworkpermit>

- If you need a work permit during summer hours, please reach out to the Atlanta Public Schools district record center; (404) 802-2150.

15. **Where can I obtain additional information about work permits?**

- For more information regarding work permits, visit Dol.georgia.gov
- Please contact the registrar at YOUR school for more information.

16. **Next Steps:**

- If you've been selected for a position, you will receive an offer letter.
- Your offer letter will include next steps and directions. **This is your proof of employment. You will use the details in this letter to report to your work or learning site.**

WORK PERMITS WITH EMPLOYERS FOR 14 -15 YEAR OLDS ONLY

- After you have secured employment, you will begin the work permit process by filling out the student portion of the permit.
- You will be given a Minor Security Key (MSK). You will give the employer the MSK so they can fill out their portion of the permit.
- Once you and the employer have completed your portions, you will email the MSK to the staff member at the school who is responsible for the completion of the district's record center and approver of work permits.
- Once the staff member at the school district has completed their portion, a PDF containing the work permit will be emailed back to you.



REMEMBER: For any questions regarding the Summer Youth Employment Program, please email syep@atlantaga.gov.