

SYEP Bidder's – FAQ January 7, 2026

Section 1. Reports and Prior-Year “Report Cards”

Q1. When will we get our report cards from last year, and will we have them before this proposal is due?

A: The report cards have not yet been distributed because the review step is still in progress. This step is typically completed quickly, and our goal is to provide the report cards before the January 30/31 proposal deadline so you can address any findings in your submission.

Section 2. Time Sheets, ADP, and Documentation

Q2. Can we just use ADP (or another electronic system), print the time, and have youth sign that instead of separate paper time sheets?

A: Yes, you may print the ADP (or another electronic system) time record and have youth sign it. However, a paper timesheet is still required. Both the paper timesheet and the electronic record must be signed by the youth and must match.

Q3. Why are signed time sheets required if we already have electronic timekeeping?

A: Signed time sheets are required for program monitoring and audit purposes. State auditors require a physical time sheet that corresponds directly with payroll records. A recent audit identified discrepancies between time sheets and ADP/payroll data, so maintaining signed time sheets is required to ensure alignment and compliance.

Q4. Our 14–15-year-olds struggle to match paper time sheets with ADP, especially with tight payroll timelines. Any suggestions?

A: A helpful practice is to print the RochesterWorks timekeeping record and review it with youth in small groups alongside a site coordinator. Youth can then copy their hours directly from the printout onto the paper time sheet (for example, “Monday – 5 hours”). This approach reinforces accuracy, supports younger participants, and has been effective in addressing prior audit concerns.

Section 3. Budget, Wages, and Reimbursement

Q5. How is the per-youth budget calculated for 20, 25, or 30 hours per week?

A: Over the six-week program, the approximate cost per youth is:

- 20 hours per week: about \$2,731 per youth
- 25 hours per week: about \$3,414 per youth
- 30 hours per week: about \$4,097 per youth

Multiply the per-youth amount by the number of youth (for example, 20 youth × \$2,731) to get your total budget.

Q6. What portion of the budget should be wages versus other costs?

A: About 80% of the contract typically goes to participant wages/fringes and program staff. The remaining 20% can be used for other allowable expenses such as rent, supplies, and similar costs.

Q7. Do we have to fill in every budget line (rent, utilities, telephone, etc.)?

A: No. The budget template lists optional categories. Use only what applies to your program; however, the more categories you use, the more supporting documentation you must provide.

Q8. What is the admin/indirect cost limit?

A: Admin and indirect costs are capped at 10%.

Q9. What documentation is required for payroll and time?

A: You must submit:

- Participant time sheets signed by youth and supervisors.
- Payroll records that match those time sheets.
Underpayments must be corrected. Overpayments are not reimbursed and are the organization's responsibility if you choose to cover that cost.

Q10. What support is required for non-payroll expenses?

A:

- For items under \$300 per purchase, no receipt is required; you just list them in your expense breakdown.
- For items of \$300 or more, proof of payment or a receipt is required.

Q11. How does reimbursement work, and how long does it take?

A: This is a reimbursement-based contract, meaning your organization must cover allowable costs up front. Vouchers that are complete, accurate, and fully documented are typically reimbursed within approximately 7–10 days. Vouchers with missing documentation, discrepancies, or ineligible expenses will require correction and may delay reimbursement for up to about a month.

Section 4. Payroll Platforms and Administrative Charges

Q12. Can per-person payroll platform fees (for example, Gusto charging \$20 per month per youth) be reimbursed?

A: Yes. Per-person payroll platform fees may be reimbursed as administrative costs if they are included in your approved budget. If an invoice covers both SYEP youth and other staff, you must submit the full invoice along with a clear allocation showing the portion attributable to SYEP youth. Grouping SYEP youth within your payroll system and providing a program-specific report is an acceptable form of documentation.

Section 5. Program Design and Staffing

Q13. Is there a required staff-to-youth ratio, and what is the minimum number of youth for an RFP program?

A: You must be able to serve at least 10 youth under the RFP. There is no single mandated ratio stated, but you should ensure an appropriate staff-to-youth ratio; for 10 youth, having two staff may be appropriate for adequate supervision.

Q14. How much of the program can be classroom/job-readiness versus work-based?

A: There is no set percentage; however, proposals must be designed around an employment-based model, with classroom or job-readiness activities supporting, rather than replacing, work-based experiences.

Q15. What are examples of acceptable work-based experiences for 14–15-year-olds?

A: Examples include:

- Assisting as camp counselor helpers in recreation settings.
- Supporting a finance or masonry department with age-appropriate tasks.
- Helping in culinary environments with non-hazardous duties (not cutting with sharp tools, etc.).

Programs can combine one day of job-readiness in your office with days at partner worksites using MOUs or letters of intent.

Q16. Can programs form partnerships with other organizations to build stronger experiences?

A: Yes. Strategic partnerships with other organizations, including others on the call, are encouraged to offer more robust, employment-focused experience and to expand worksite opportunities.

Section 6. Direct Placement vs RFP Program

Q17. What is the difference between the RFP-based program and direct placement?

A:

- RFP program:
 - Geared to youth ages 14–15.
 - Requires capacity for at least 10 youth.
 - Involves a full contract, detailed budget, vouchering, and reimbursement.
- Direct placement:
 - Typically for youth ages 16–20.
 - TES Staffing is the employer of record and handles payroll.
 - You can host as few as one youth up to your capacity.
 - You complete an Intern Request Form that is approved by Ms. Smith; you do not manage reimbursement.

Q18. Are both options part of the same youth employment program?

A: Yes. Both options fall under the broader Summer Youth Employment Program but use different structures and processes (contract/voucher versus TES Staffing payroll).

Q19. Can an organization do both an RFP program and direct placement at the same time?

A: Yes. An organization can operate an RFP-funded program for 14–15-year-olds and also host direct-placement youth ages 16–20 simultaneously.

Q20. If an internship mixes shadowing and real work (for example, one day shadowing in the OR plus real tasks), which option should we use?

A: A model that combines shadowing with actual work duties is ideal for the RFP program, as long as there is a genuine employment component. You can also incorporate financial literacy, sexual harassment training, and other job-readiness content into the 20–30 hours

per week. Direct placement is more straightforward day-to-day employment with TES Staffing handling payroll.

Section 7. Deadlines and Applications

Q21. What is the RFP due date, and is there a separate due date for direct placement?

A: The RFP is due by 11:59 p.m. on January 30. Direct placement is on a rolling basis; you submit the Intern Request Form when you are ready.

Q22. Can different University of Rochester departments submit separately, or should there be one combined application?

A: For direct placement, separate Intern Request Forms from different departments are fine. For RFPs, separate applications may make sense if each department has its own capacity and programming; the RFP does not impose a strict rule and allows flexibility based on structure and needs.