

NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT

2024 Summer Enrichment Program

Frequently Asked Questions

<i>When can I apply?</i>	Now until June 24, 2024
<i>When is the last day I can apply?</i>	June 24, 2024
<i>How old do I have to be to join the Summer Enrichment Program?</i>	14 years old to 24 years old
<i>If I am over the age of 24, can I still apply?</i>	You may apply for other NDWD Program services including Work Experience and Occupation Skills Training.
<i>What document copies do I need to send to NDWD?</i>	<ul style="list-style-type: none">▪ Photo Identification (Driver's License, State Identification) preferred, School ID acceptable if they have no State ID; if student has no ID, please let us know at Intake Interview.▪ Social Security Card (signed or unsigned)▪ Certificate of Indian Blood (CIB)▪ Physical Address Verification▪ Public Assistance Verification (If applicable)▪ Verification of student status – report card, printout of current grade from school portal.▪ Male applicants, 18 years and older – Selective Service Verification (Letter/card)
<i>Do I have to take a TABE Test?</i>	No.
<i>Do I have to be in-person to apply?</i>	No, the NDWD application is only available online. Visit www.ndwd.org to apply today. Also, you may work with our office virtually or over the phone, NDWD utilizes Microsoft TEAMS for virtual meetings and calls.
<i>Do I get paid for attending summer school?</i>	No.
<i>Do you pay me if I attend athletic practice?</i>	No.
<i>What is the shortest amount of time I am allowed to work?</i>	2 weeks is the shortest time to be assigned to a worksite and the selected worksite must approve the time.
<i>If my family takes a vacation this summer, can I still work?</i>	NDWD will work with your schedule to accommodate and plan your leave. Planning is required!
<i>Can I work off the Navajo Nation?</i>	Yes, worksites near the Navajo Nation are allowable. The worksite location would need approval and proper planning. Check with your assigned Workforce Center for final approval.
<i>Can I work weekends?</i>	No, weekend hours are not allowable.
<i>Can I work part-time?</i>	Part-time hours are allowable but are subject to approval of selected worksite. PLUS - You must work a minimum of 20 hours a week.

<i>Will I get paid to work on Holidays?</i>	No, holiday pay is not allowable.
<i>Will I get paid overtime?</i>	No, overtime hours are not allowable and will not be paid. Maximum hours allowed are 40 hours between Monday and Friday.
<i>Is there a maximum number of hours I will be assigned?</i>	Yes, you may work up to 600 hours. No students will work after August 30, 2024, or after the beginning of their school.
<i>What is a "Start-up cost"?</i>	NDWD issues Work Experience participants a small amount of money to help with gas, food, and appropriate work clothes before they start working.
<i>What is an "Incentive payment"?</i>	NDWD is performance based and we can pay you when you meet goals that help our program capture performance measures. The following are what SEP participants can receive if completed and verified: <ul style="list-style-type: none"> ▪ Completes SEP Work Experience activity. ▪ Returns to school in Fall 2024. ▪ Graduates from school.
<i>Do I get paid if I attend a youth camp?</i>	No