

NEW YORK CENTER FOR INTERPERSONAL DEVELOPMENT, Inc.
Summer Youth Employment Program

Employer Partner Orientation

SYEP 2026 · Everything you run this summer, in one place.

Links in this deck are clickable.



Agenda

Roughly 60 minutes. Everything is also in the deck and on your dashboard — you do not need to memorize it today.

01

SYEP overview & the SYEP structure

Who we are, who DYCD is, where you fit

02

Your new Employer Partner Dashboard

One hub for everything except time entry

03

The NYCID team & who to call

Org chart and your points of contact

04

Program timeline & cohorts

Application → enrollment → placement → close

05

Before Day 1

Re-verification, assurances, pre-assessment, interviews

06

First-day instructions & onboarding

What you set, what interns see, best practices

07

Time & the time portal — what changed

The biggest change this year. No work, no pay

08

Incidents, behavior & support

Reporting, replacements, your Worksite Monitor

NYCID is one of many SYEP providers

SYEP is run by the City. NYCID is one of a network of community-based providers the City funds to enroll youth, recruit worksites like yours, and run the program on the ground.



You are working with NYCID — but your interns, pay, and rules all come through SYEP / DYCD. Some of you may be working with other providers and that's okay!

The NYCID team

Routine questions go to your Worksite Monitor. Anything urgent goes to the main line.



Michael De Vito, Jr.
Executive Director

Allan Avidano
Director of Workforce Initiatives

Shantell Walker
Lead Job Developer
HELPS WITH PLACEMENTS

Cathy Lynch
Senior Administrator
HELPS WITH GENERAL ADMIN

Robyn Piper
Community Liaison Manager
HELPS WITH BEHAVIORAL ISSUES

Kyra King · Steven Gross
Job Developers

Your Worksite Monitor(s)
Your day-to-day NYCID liaison

How to reach us: send contacts to us through your new dashboard. In an emergency, call (347) 378-9578 immediately.

Program overview & quick FAQ

AT A GLANCE

Ages 14–24

Youth employed across NYC; most of your interns are 16+

\$17.00 / hr

Paid by the City — worksites pay nothing

Up to 25 hrs/wk

Six weeks of paid placement, July–August

In-person, hybrid, or virtual

Interns work at your site or remotely with you

FREQUENTLY ASKED

How are youth selected?

Applications run in winter/spring; DYCD uses a computerized lottery so the process is fair. You receive pre-screened, age-eligible interns.

Who pays the youth?

DYCD pays NYS minimum wage and covers workers' compensation. Pay is by payroll card or direct deposit — never out of your pocket.

Are they screened & work-ready?

Yes. Every participant completes an 8-hour orientation including workplace readiness, sexual-harassment training, and financial literacy before placement.

What support do worksites get?

A dedicated NYCID Worksite Monitor, this orientation, and an open line all summer. You're never doing this alone.

Program dates & cohorts

Cohort B · DEFAULT

Jul 13 → Aug 21

Most of your interns. Six weeks of paid placement.

Cohort A · EARLY (OPTIONAL)

Jul 6 → Aug 14

Only if your site must start Jul 6 — tell us on the re-verification form.

Key milestones

Wk 1

Interns start. Confirm schedules.
Sign referrals.

Mid-program

Week-3 evaluations — signed by
you and the intern.

Final week

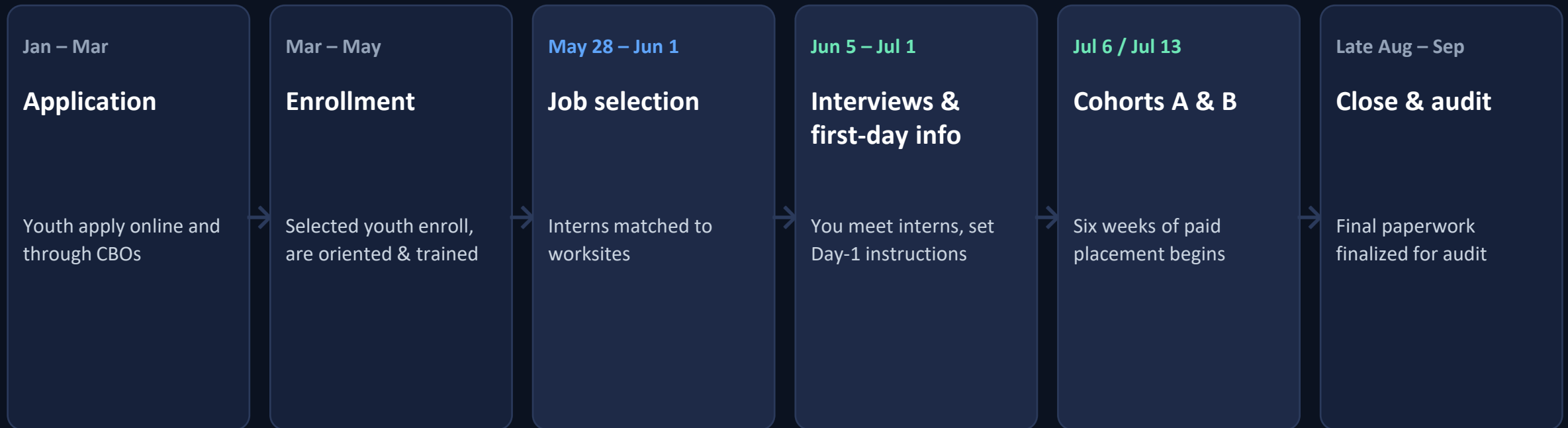
Last evaluations completed and
signed together.

After

NYCID picks up remaining
paperwork. Tell us your success
stories.

Program timeline

Most of this is already done. What's left for you is the right-hand side: interviews, first-day instructions, and the summer itself.



You are here → getting ready for interns to start. Cohort dates are on the next slide.

START HERE

This year, everything in one spot – Employer Partner Dashboard

No more chasing PDFs and email threads. The NYCID app suite is now your single source of truth — your roster, your interns' first-day instructions, your dates, your contacts, and reporting problems all live in one dashboard.



Your Roster

See who's placed at your site — names, ages, contact info, who's confirmed.



First-Day Instructions

You tell interns where to go and what to bring. They see it instantly.



Report Problems

No-shows and behavior issues go straight to NYCID — tracked, not lost.



Time Entry

The biggest change this year. Tighter windows, far less NYCID safety net.

The Worksite Dashboard

One link. Bookmark it. Everything below lives here and updates as the summer goes.



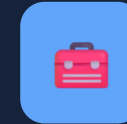
Announcements

Time-sensitive notices from NYCID, pinned to the top.



Action items or due nows

What needs doing this week — re-verify, register for a Zoom session.



Your worksite tools

Roster, First-Day Instructions, Re-Verify, the DYCD Portal — all linked.



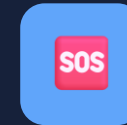
Dates & deadlines

Cohort dates, pay cycles, weekly timesheet/approval windows.



FAQ

Hour approvals, portal login, firewall issues — answered up front.



Need help

Your Worksite Monitor, your Job Developer, and the urgent line.

Start-up: Worksite Assurance & Pre-Assessment

Two start-up steps must be complete before interns can begin. If you have not done these yet, we need them ASAP — interns cannot start without them.



Worksite Assurance

Your signed agreement to SYEP worksite rules and responsibilities — safe environment, supervision, no displacement of paid staff, and adherence to DYCD policy. One per worksite, signed by an authorized representative.



Pre-Assessment

A short readiness review with your Worksite Monitor confirming roles, supervision, schedule, and that the site is ready to host interns meaningfully on Day 1.

Status check: If your dashboard shows “Awaiting Worksite Assurance” or “Awaiting Pre-Assessment,” contact your Job Developer or Worksite Monitor today.

Interviews & Re-Verification



Interviews- ONLY IF ABSOLUTELY NEEDED PLEASE

- › Every participant is already pre-screened by NYCID — age-eligible, oriented, and trained.
- › You may interview your matched interns to set expectations and place them in the right role.
- › Not the right fit? Tell your Worksite Monitor — don't just turn them away at the door.
- › Interviews are onboarding, not re-screening. Most interns are new to work — set the bar clearly and kindly.



Re-Verification Form

Confirm your 2026 worksite details before interns start. This is also how you tell us:

- Up to 5 supervisors who need DYCD Portal access
- Whether you must begin on the early Cohort A start
- Any change to address, hours, or contacts

Supervisors must be listed here — the Portal only works with the exact emails you provide.

First-Day Instructions — you write them, interns see them

In the Worksite Portal you fill in exactly what an intern needs for Day 1. When they look up their placement, this is what they see. Clear instructions here = fewer lost, late, or no-show first days.



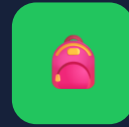
Where to go

Exact address, floor, entrance, and the closest transit.



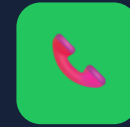
When to arrive

Start time on Day 1 and who to ask for at the door.



What to bring

ID, dress code, anything they need to be ready to work.



Who to contact

Your on-site supervisor's name and direct number.

→ Vague first-day info is the #1 cause of avoidable no-shows. Two minutes here saves you a week of replacement waiting.

The first-day instructions form, up close

Find your site by name or Worksite ID → fill this in → Submit. **Once per worksite, about two minutes.**

1

Start time & supervisor

Who the intern asks for, and exactly when to arrive.

2

Dress code & appearance

Tap every rule that applies — be specific.

3

What to bring

ID is required; add MetroCard, lunch, anything else.

4

Entrance & check-in

Which door, and who to find when they walk in.

5

Additional notes

Parking, a half first day, building quirks — free text.

What you tap here is **exactly what the intern sees** in their portal.

The screenshot shows the 'First Day Instructions' form for SYEP 2026 Worksite Instructions at Burlington Stores #214. The form is titled 'First Day Instructions' and includes a subtitle 'Provide essential information for SYEP participants starting at Burlington Stores #214'. The form is divided into several sections: 'Start Time' and 'Supervisor Name' (both with input fields), 'Supervisor Phone' (with an input field), 'Dress Code & Appearance' (with a grid of checkboxes for various requirements), 'What to Bring' (with a grid of checkboxes for items to bring), 'Entrance & Check-in' (with a grid of checkboxes for entrance and check-in options), and 'Additional Notes' (with a text area). A 'Submit Instructions' button is at the bottom.

SYEP 2026 Worksite Instructions
Burlington Stores #214
2000 Richmond Ave, Staten Island, NY 10314 • ID: WS-3187

— Back to Search

First Day Instructions
Provide essential information for SYEP participants starting at Burlington Stores #214

Start Time * 09 : 00 AM **Supervisor Name *** Marcus Bell

Supervisor Phone
(718) 555-0192

Dress Code & Appearance

☒ Business casual attire required	☐ Dark pants and solid colored top	☒ Closed-toe shoes required
☐ No flip-flops or sandals	☐ Professional appearance expected	☐ Uniform will be provided
☐ No open-toed shoes	☒ No ripped or torn clothing	☐ Hair must be tied back (food service)
☐ No visible tattoos (cover if possible)	☐ No excessive jewelry	☐ Modest attire required
☐ Hat or cap will be provided		

What to Bring

☒ Government-issued photo ID (required)	☒ Lunch or meal money	☐ Water bottle
☐ Notebook and pen	☒ Public transportation MetroCard/OMNY	☐ Resume (printed copy)
☐ Working papers	☐ Reusable water bottle (no glass)	☐ Backpack or bag
☐ Sunscreen (outdoor work)	☐ Light jacket (a/c environments)	

Entrance & Check-in

☐ Use main entrance	☐ Use side entrance	☒ Use employee/staff entrance
☐ Meet at front desk	☐ Report to human resources	☐ Report to manager on duty
☐ Use loading dock entrance (back)	☒ Sign in at security	☐ Wait in lobby for supervisor

Additional Notes
Ask for Marcus at the customer service desk. Free staff parking in the rear lot. First day is a half day — ends at 1:00 PM.

Submit Instructions

Find your site, submit, done

1

Search your business name

Tap your site. “Already Submitted” just means you can update it anytime — instructions are never locked.

2

Fill it in and Submit

Saved instantly. No paperwork to mail, no email to send.

The moment you submit

every intern placed at your site sees your instructions when they look up their placement — where to go, when, what to bring, who to ask for.

FIND YOUR SITE

The screenshot shows the SYEP 2026 Worksite Portal app. At the top, it says "SYEP 2026 Worksite Portal" and "New York Center for Interpersonal Development". Below this is a section titled "Find Your Worksite" with the instruction "Enter your business name or worksite ID to submit participant first-day instructions." There is a search bar containing the text "Burlington". Below the search bar, it says "try searching: 'CVS', 'Burlington', 'McDonald's', or your worksite ID". Underneath, it says "Found 2 worksite(s):". There are two results listed. The first is "Burlington Community Health Center" with a green checkmark and the text "Already Submitted". It includes the address "245 Bay Street, Staten Island, NY 10301" and "Worksite ID: WS-1126 • Jobs: Office Assistant". There is an "Update" button next to it. The second result is "Burlington Stores #214" with a yellow pushpin icon and the text "Add". It includes the address "2655 Richmond Ave, Staten Island, NY 10314" and "Worksite ID: WS-3187 • Jobs: Retail Associate, Stock Assistant".

SUBMITTED

The screenshot shows a confirmation screen with a green background. At the top, there is a green circle with a white checkmark. Below it, the text "Instructions Submitted!" is displayed. Underneath, there is a box containing the text "Burlington Stores #214" and "Instructions have been saved for participants". At the bottom, there is a green button with the text "Submit for Another Worksite".

Your Worksite Roster

Log in with your Worksite ID + business name to see who's officially placed with you — live, as placements firm up.

Names & ages

Everyone officially placed at your site, plus tentative matches awaiting city approval.

Contact info

Each intern's email and phone, so you can reach them before Day 1.

Reporting status

See who has confirmed they're coming, who said no, and who hasn't answered.

Export anytime

Download the whole roster as a CSV for your own records.

Don't know your Worksite #? There's a built-in lookup right on the login screen.

Reporting a problem: about 30 seconds

1

One click from your roster

Every participant has a Report button — plus a general one for anything else.

2

Pick the issue, say what happened

No-show, attendance, behavior, safety. A sentence or two is enough.

3

Need them replaced? One checkbox

Tick the box and NYCID starts a replacement (it can take up to a week).

4

Send — and it's tracked

Goes straight to NYCID, logged, and your Worksite Monitor follows up.

After you send



Report an Issue

No-shows, attendance, behavior, or safety concerns. This goes straight to the NYCID team and is tracked — your Worksite Monitor will follow up.

What's going on?

Participant is a no-show (never showed up)

Which participant?

Devon Brooks — Stock Associate

Don't see them, or it's not about one person? Choose "Not listed / general".

Date this happened (or started)

05/18/2026

What happened?

Scheduled to start Monday 7/13 at 9:00 AM. Never showed and hasn't answered calls or texts. Held the spot two days. Ready for a replacement.

☒ I'd like NYCID to remove and replace this participant (replacements can take up to a week)

Your name

Marcus Bell

Your email or phone

mbell@burlington-demo.com

Cancel

Send to NYCID

NEW

Report a no-show or problem — right from your roster

You no longer wait for your Monitor's next visit to flag a problem. On your roster, every intern has a Report button — and there's a general one for anything else.



No-show

Intern never showed up. Report it Day 1 — the replacement clock starts when we know.



Attendance

Chronic lateness, leaving early, or missing days you've already addressed.



Behavior

Conduct or insubordination issues. Give us the facts — dates, what happened.



Safety

Anything that put a person at risk. This gets escalated immediately.

Every report is tracked. NYCID is notified instantly, your Monitor follows up, and you can request a replacement in the same form (replacements can take up to a week). Urgent? Still call (347) 378-9578.

SYEP 2026 pay cycles

Wk	Week worked	Paid on	Cohort
1	Jul 6 – Jul 10	Jul 17	A
2	Jul 13 – Jul 17	Jul 24	A & B
3	Jul 20 – Jul 24	Jul 31	A & B
4	Jul 27 – Jul 31	Aug 7	A & B
5	Aug 3 – Aug 7	Aug 14	A & B
6	Aug 10 – Aug 14	Aug 21	A & B
7	Aug 17 – Aug 21	Aug 28	B



The rule that gets them paid

Interns submit hours by Saturday 11:59 PM.
You approve by Monday 11:59 PM.

Both must happen for the paycheck to land on that week's pay date. Miss the window and pay is delayed pending an adjustment.

Paid by direct deposit or paycard.

Your weekly rhythm

Same loop every week. Put the two time deadlines on a recurring reminder now.

Mon–Sat

Interns work their scheduled hours (max 25/week, \$17.00/hr).

Wed–Sat

Interns enter their hours. Window closes Saturday 11:59 PM.

Sun–Mon

You approve hours in the DYCD Portal. Closes Monday 11:59 PM.

Bi-weekly

Your Worksite Monitor visits — assessments, evaluations, paperwork.

Time entry is now on you and your interns

NYCID has far less ability to enter, fix, or back-date time this year. If hours aren't entered and approved inside the windows, interns don't get paid on time — and corrections mean a manual adjustment, not a quick fix.



Your interns — enter

They log their own hours in the participant portal, Wed–Sat, every week. Missed the window? It cannot be entered late on the participant side.



You — approve

You approve in the DYCD Worksite Portal, Sun–Mon, every week. Miss it and your interns' pay is delayed while we file an adjustment.

Bottom line: set a weekly reminder. On-time entry + on-time approval = on-time paychecks. There is very little safety net behind it now.

WATCH BEFORE WEEK 1 — TAP TO PLAY

Portal walkthrough video

Video walk through the portal end to end. Share the participant video with your interns; watch the worksite video yourself.



Worksite Portal

For you — how to find your roster and approve intern hours on time.

Watch vimeo.com/840190255

Slide are clickable in presentation mode — or open vimeo.com/833444790 and vimeo.com/840190255 directly.

All videos & guides are built into your Employer Dashboard

Share the participant items with your interns. Watch the supervisor items yourself before Week 1.

FOR YOUR INTERNS



[Participant Timesheet Entry](#)

How to log hours · Wed–Sat

[Open ↗](#)



[Payment Options \(Older Youth\)](#)

Direct deposit vs. paycard

[Open ↗](#)



[Participant Hours Entry Guide](#)

PDF quick-start

[Open ↗](#)

FOR YOU (SUPERVISOR)



[Supervisor Approval Walkthrough](#)

Approve hours · Sun–Mon

[Open ↗](#)



[How to Log In to the Portal](#)

Get into DYCD portal w/ NYC.ID

[Open ↗](#)



[Hours Approval Quick-Start](#)

PDF step-by-step for supervisors

[Open ↗](#)

Hours & lunch — the must-knows

25

hours / week max

Fewer is fine, never more.
\$17.00/hr.

15

minute increments

e.g. 4.5 hrs Mon, 3.25 hrs Tue
— fine.

8

hour daily cap

Don't schedule past 8 hours
in a day.

Lunch breaks (unpaid)

≤ 5 hours

No lunch break required.

5–7 hours

30-minute unpaid lunch required.

> 7 hours

1-hour unpaid lunch (8 hrs on site, 7 paid).

No sick days. No make-up hours. Hours not worked in the week are simply not paid.

Set your intern up — the first-day onboarding checklist

Run through this on Day 1. Interns who know the expectations show up, stay, and do good work.

- ✓ Introduce them to your policies, culture, their role, behavior expectations & dress code
- ✓ Confirm any equipment, system access, or tools they'll need
- ✓ Make sure they can use your comms tools (Teams / Zoom / Google / Office) — train as needed
- ✓ Set communication expectations: how often you'll check in, acceptable email response time
- ✓ Flag any recurring meetings or deliverables they should know about
- ✓ Introduce key team members; set a daily or weekly check-in time
- ✓ Give them the weekly schedule — clear on start/end times and lunch
- ✓ Walk them through the timesheet process; tell them to ask NYCID with questions
- ✓ Review what success looks like for the rest of week one

Working with young people

For most of your interns (ages 16–24), this is their first job. Patience plus clear, explicit expectations is the single biggest predictor of a good summer — for them and for you.



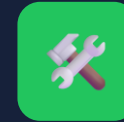
Be explicit

Don't assume workplace norms are obvious. Spell out punctuality, phones, dress, tone.



Check in early & often

Daily for week one. Small course-corrections now prevent big problems later.



Give real work

Meaningful tasks build skills and engagement. Idle interns disengage.



Address issues fast

Don't wait for the visit. Use the roster Report button or call your Monitor.



We'll replace if needed

NYCID can remove & replace an insubordinate intern — allow up to a week.



Evaluate on time

Week-3 and final evaluations, signed with the intern, keep them on track.

The Participant Worksite Referral - Signed on Employer Dashboard



Summer Youth Employment Program 2024
Participant Worksite Referral

Provider: New York Center for Interpersonal Development - NYCID
 Participant Name: Smith, John SYEP ID#: 1234567
 Assigned Cohort: Cohort B (7/8/2024)

CONGRATULATIONS!

You have completed the enrollment process and are now a participant in the Summer Youth Employment Program.

Please report to the worksite listed below to begin your employment opportunity:

Worksite Name: NYCID IT & Data Operations
 Address: Street 130 Stuyvesant Place 5th Floor Borough Staten Island Zip Code 10301
 Worksite Supervisor: Christopher parekkaden Telephone #: 347-378-7251
 On This Day & Date: Monday, July 8th, 2024 At this time: 10:00 AM a.m. p.m.

Please be punctual when reporting to work and in case of an emergency contact the worksite, and this office at () _____.

Participant Signature: John Smith Date: 7/8/24

Provider Signature: NYCID REPRESENTATIVE Date: 7/8/24

Upon reporting to work, the Participant and Worksite supervisor must review, discuss, and sign below and place a copy of this form in the participant's folder. (The original form must be returned to the Contractor with the 1st week's timesheet and a copy must be retained in the participant's file on site.)

Participant Responsibilities

I understand that my employer is depending on me to perform valuable services, and by signing I agree to:

- Maintain a good attendance record and arrive for work on time.
- Dress appropriately and present a neat appearance.
- Cooperate and follow directions when given a task to complete.
- Show initiative by looking for things to do or learn.
- Be respectful to myself as well as my supervisor and co-workers.

Participant Signature: John Smith Date: 7/8/24

Emergency Medical Treatment Acknowledgement
(To be completed by the STEP Participant)

In the event of a Medical Emergency, please contact the following:

Emergency Contract Name: Smith, George Relationship: Guardian
 Phone #: 111-111-1111 Alt. Phone #: 111-111-1111

Note: Consent for Emergency Medical Treatment authorizing the STEP Provider, or the Worksite Supervisor to obtain emergency medical treatment for the participant if s/he is injured or require medical attention in the absence of the parent/guardian is maintained on file at the STEP Provider's office.

Employer Responsibilities

I understand that this student wants to work and gain valuable skills for a productive future, therefore by signing I agree to:

- Provide an environment that will help this Participant to see the connections between school and work.
- Provide feedback on the participant's performance so that the participant can learn and grow.
- Respect the participant as a youth and an individual, and provide the required training to ensure they receive a realistic work experience.

Worksite Supervisor Signature: Christopher Parekkaden Date: 7/8/24

Black text is already printed on the document

Worksites should sign where you see red text

Participants should sign/write where there is blue text

NYCID Representative will sign in Green

Black = pre-printed

Already on the form. Read it with the intern.

Red = worksite signs

Wherever you see red, the worksite supervisor signs/dates.

Blue = participant

The intern fills in / signs the blue fields themselves.

Green = NYCID signs

Your Worksite Monitor completes the green provider fields.

The Participant Evaluation - Signed on Employer Dashboard

NYC Department of Youth & Community Development Summer Youth Employment Program 2023

Choose week here → of this evaluation: 3rd week 6th week

Participant Evaluation Contractor Name: New York Center for Interpersonal Development Inc.-SF-OY

An Evaluation must be completed at the end of the 3rd and 6th week of the program. Use the scale below to rate the employee's performance; 1 through 5 using the criteria provided. Comments are required for a rating of Excellent (5), Needs Improvement (2) or Unsatisfactory (1) in any of the listed categories.

Participant Name: [Name of Participant] Application ID#: [SYEP ID]

Worksite Name: [Your Worksite Name]

Participant Job Title: [To be added by you or the participant - their job title]

Supervisor: [Supervisor's Name at the worksite]

Comments
Please provide comments on the overall performance of the participant at your worksite. Provide recommendations for improvement if required based on the ratings in each category.

	5	4	3	2	1
Excellent	Consistently exceeds job requirements; this is the highest level of performance that can be attained.				
Very Good	Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.				
Satisfactory	Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.				
Needs Improvement	Occasionally fails to meet job requirements; performance must improve to meet expectations of position.				
Unsatisfactory	Consistently fails to meet job requirements; performs below minimum requirements.				

Employee Profile

	Score
Work Habits Consider the extent to which the employee displays a positive, cooperative attitude toward daily tasks and work assignments.	
Communication Skills Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	
Dependability Consider the amount of time spent directing this employee, adherence to time frames, punctuality for meetings and appointments.	
Cooperation How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	
Initiative Consider how well the employee seeks and assumes greater responsibility.	
Adaptability Consider the ease with which the employee adjusts to any change in tasks. How well does the employee accept new ideas, respond appropriately to constructive criticism and to suggestions for work improvement?	
Judgment Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.	
Attendance and Punctuality Consider number of absences, lateness.	
Planning and Organizing Consider how well the employee plans and organizes work; coordinates with others, and establishes priorities; time management; carries out assignments effectively.	
Leadership Skills Consider how well the employee demonstrates effective leadership abilities; gains respect and cooperation; inspires and motivates peers.	
Overall rating: (Sum of all ratings divided by 10)	

Supervisor Signature: [Supervisor Signature] Date _____

Participant Signature: [Participant Signature] Date _____

- **Choose the week**
Tick whether this is the 3rd-week or 6th-week evaluation at the top.
- **Rate 1–5**
Score each category using the 1–5 rubric (5 = Excellent).
- **Employee profile**
Habits, communication, dependability, initiative, judgment & more.
- **Both sign**
Supervisor AND participant must sign and date together.

Your Worksite Monitor & site visits

You're assigned a dedicated NYCID Worksite Monitor — your liaison all summer. They visit, they check in, and they handle the paperwork that keeps interns paid and the program compliant.



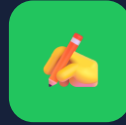
Regular check-ins

Bi-weekly visits to make sure things run and to catch issues early.



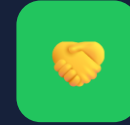
Assessments & evaluations

They run participant assessments and bring evaluations to be signed.



Paperwork

Anything that needs a signature from you or the intern, they coordinate.



First call, day-to-day

Routine questions → your Monitor. Urgent / incidents → the main line.

How to contact NYCID



Day-to-day

Your assigned Worksite Monitor

They leave their contact with you on their first visit and by email.



Urgent / incidents

Call the SYEP main line

(347) 378-9578

Textable. Busy in summer — also use the Report button on your roster.

New York Center for Interpersonal Development, Inc.

130 Stuyvesant Place, 5th Floor · Staten Island, NY 10301 · nycid.org · Executive Director: Michael De Vito, Jr.



Thank you for hosting New York's youth this summer.

Questions? Ask now — or your Worksite Monitor any time. Hiring an intern after the program? We'd love to hear it.

 (347) 378-9578

 swalker@nycid.org

 nycid.org