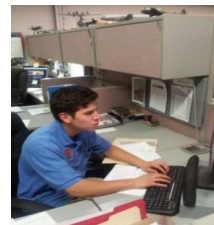


COMMUNITY ACTION PARTNERSHIP RIVERSIDE COUNTY



2021 PRE-APPRENTICESHIP PROGRAM



INTEREST BUSINESS PARTICIPANT APPLICATION PACKET



2021 CSBG
CARES Act Funding
PRE-APPRENTICESHIP PROGRAM
BUSINESS PARTICIPANT APPLICATION FORM

Name of Organization: _____

Type of Business: _____

Address: _____ (City) _____ (Zip) _____

Phone: (____) _____ Fax: (____) _____ Email: _____

How many youth are you able to mentor/train during contract year? 1 2 3 other _____

Federal Tax Identification Number (TIN): _____

Dun and Bradstreet Universal Number (DUNS): _____

Owner Name: _____

Manager Name: _____

Do you have (?):

Liability Insurance Yes No Carrier: _____

Workers Compensation Insurance Yes No ~ Carrier: _____

Have you previously registered as a vendor with the County of Riverside?

Yes No When? _____

Who is the authorized signer(s) for your organization? _____

What service(s) does your business provide? _____

Number of Employees at this site: Full-time _____ Part-time: _____

What are the business days/hours of operation?

Mon – Fri: _____ Sat-Sun: _____

Number of hours a week a student participant would be able to receive training? _____

Is your business a Non-profit Organization (NPO/501-C3)? _____

(Note: If yes, a letter of authorization from the Board of Directors is required))

Authorized Signature: _____ Title _____ Date: ___/___/___

For CAP Use Only

Program Manager Signature: _____	Date: _____	Director Signature _____	Date: _____
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2021 CSBG PRE-APPRENTICESHIP PROGRAM

Youth Participant Training Plan

Business Name: _____

Identify the primary goals of this position: *(Please provide a minimum of 3 goals)*

1.

2.

3.

Identify the primary responsibilities of this position. *(Please provide a minimum of ten)*

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



Business Information

Dun and Bradstreet Universal Numbering System (DUNS) Registration

What is the D-U-N-S number?

- The D-U-N-S Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide.

Why should you have a D-U-N-S Number?

- It enhances the credibility of your business in the marketplace
- It enables potential customers, suppliers and lenders to easily identify and learn about your company
- The U.S. government and many major corporations require their suppliers and contractors to have a D-U-N-S Number

If you do not have a D-U-N-S number, you may call Dun & Bradstreet at **(866) 705-5711** and follow the automated prompts. You will receive your DUNS number at the conclusion of the phone call.

Central Contractor Registration (CCR) Registration

What is a CCR number?

CCR is the federally run Central Contractor Registration database. It collects, validates, and disseminates information about organizations that do business with the federal government via contracts and grants. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of the American Recovery and Reinvestment Act (ARRA).

If you do not have a CCR number, you may apply after your business has a D-U-N-S number. You can register for a CCR number by phone at (888) 227-2423, or online at: <http://www.ccr.gov>

CCR developed a worksheet/checklist (7-page PDF) to help you with the application process, which can be accessed at: <http://www.ccr.gov/CCRRegTemplate.pdf>

General Summary of Minors' Work Regulations

If federal laws, state laws and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails.

Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below:

- | | |
|--|---|
| 1. Explosives | 10. Power-driven meat slicing/processing |
| 2. Motor vehicle driving/outside helper | 11. Power baking machines |
| 3. Coal mining | 12. Power-driven paper products/paper bailing |
| 4. Logging and sawmilling | 13. Manufacturing brick, tile products |
| 5. Power-driven woodworking machines | 14. Power saws and shears |
| 6. Radiation exposure | 15. Wrecking, demolition |
| 7. Power-driven hoists/forklifts | 16. Roofing |
| 8. Power-driven metal forming, punching, and shearing machines | 17. Excavation operation. |
| 9. Other mining | |

For more information about hazardous occupations, contact the U.S. Department of Labor (Child Labor Bulletins 101 and 102) and the California Department of Industrial Relations, Division of Labor Standards Enforcement. Regional offices are located in several California cities. They are listed in the "Government Listings" sections of telephone directories.

Labor laws set the basic minimum age of 16 years for general employment. Persons younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.

Labor laws applicable to adult employees are also generally applicable to minor employees, including workers' compensation insurance requirements.

Child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs, such as yard work and baby-sitting, or in private homes where the minor is not regularly employed.

Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor. Employers must themselves have on file for each such minor a "Permit to Employ and Work" (form B1-4). Work permits (B1-4) must be open at all times and retained for three years for inspection by sanctioned authorities.

A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

Hours of Work

16 – 17 When school is in session: Daily maximum 4 hours, Monday through Thursday. May work up to 8 hours on any nonschool day or on any day that precedes a nonschool day. May be permitted to work up to 48 hours per week.

Students in Work Experience Education programs may be permitted to work a maximum of 8 hours on a schoolday.

Work must be performed between 5:00 a.m. and 10:00 p.m. except that work may extend to 12:30 a.m. on nights preceding nonschool days. **Students in Work Experience Education** programs may be authorized to work until 12:30 a.m. on nights preceding school days.

14 – 15 When school is in session: On schooldays, daily maximum 3 hours. On non-schooldays may work 8 hours. Weekly maximum 18 hours, except 23 hours if students are in **Work Experience Education** programs. Generally may not work during school hours **except in Work Experience Education** programs. When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours.

May work from 7:00 a.m. to 7:00 p.m. any day of the week. May work from 7:00 a.m. to 9:00 p.m. from June 1 to Labor Day.

Younger than 14: Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.

A day of rest from work is required if the total hours worked per week exceed 30 or if more than 6 hours are worked on any one day during the week.