

April 1, 2009

Dear Parent/Guardian:

This letter serves as receipt of your child's application for a YouthWorks 2009 summer work experience. We appreciate the diligence, patience and commitment of all involved in the registration process. We had an overwhelming response to the program this year—almost 8,000 youth responded to the invitation to register for a summer job.

Mayor Dixon and the Mayor's Office of Employment Development remain steadfast in our efforts to ensure that we provide as many work experiences as possible to city youth. For the first time in many years, the YouthWorks program will receive funding from the federal government to assist us in providing job opportunities. We are, therefore, required to collect family income eligibility documentation for all youth registered for the program. To assist us in this effort, please submit at your earliest opportunity copies of the most recent pay stubs for each person in your household who is currently employed. Additionally, have your child complete the attached form by **May 15, 2009**, to be included with the pay stub(s).

You may mail or drop off your information to:

**YouthWorks
c/o Mayor's Office of Employment Development
101 W. 24th Street
Baltimore, Maryland 21218
Att. ARRA**

We appreciate your expeditious response and cooperation to this request. Please call Alice Cole or anyone in the YouthWorks office at 410.396.6722, if you have questions or concerns.

Sincerely,

Alice Cole
Director, Youth Career Development Services

Directions: Please have your child complete sections 1(**asterisk sections * only**), 2, and 4 of the enclosed form and submit a copy of your most recent pay stub. The pay stub you submit must show your year to date earnings.