



2024 - LINN COUNTY SMALL BUSINESS FIRST-TIME EMPLOYMENT YOUTH WAGE GRANT APPLICATION

OFFICE USE ONLY

Linn County will reimburse Linn County small businesses (35 employees or less) that employ first-time employment youth at a rate of \$3.00/hour for hours worked from May 1 through September 30, 2024. The maximum number of youths any one employer may hire at any one time is three (3) qualifying youth. See Reverse Side for qualifying information.

Application deadline is September 1, 2024 - Reimbursement deadline is November 15, 2024

APPLICANT: (Please Print)

MORE ON REVERSE SIDE

Name of Business: _____ County: _____

Address, City, Zip: _____ Telephone: _____

Contact Person: _____

Email: _____ Title: _____

COMPANY: Corp. ___ Partnership ___ Proprietorship ___ Coop. ___ Other ___ (if other, describe) _____

FIRST-TIME EMPLOYMENT YOUTH:

1. Date 1st hired: _____ Age: _____ Name: _____ Address: _____ City, Zip: _____ Phone: _____
2. Date 1st hired: _____ Age: _____ Name: _____ Address: _____ City, Zip: _____ Phone: _____

BOLI CERTIFICATE MUST BE INCLUDED WITH APPLICATION IF YOUTH IS BETWEEN 14 AND 17 YEARS OF AGE

3. Date 1st hired: _____ Age: _____ Name: _____ Address: _____ City, Zip: _____ Phone: _____

Have you completed an I-9 for each youth listed? Y ___ N ___ Job Description: _____

Has applicant or any officer of the applicant been convicted of a crime, in receivership or adjudicated as bankrupt?

Yes () No (). If yes, please explain: _____

REQUIRED INFORMATION:

FED I.D.# _____

Workers' Comp Provider: _____

Policy # _____

General Liability Insurance Provider: _____

Policy # _____

AGREEMENT: By signing, I (we) hereby agree:

- All reports and documents related to this grant request are true and accurate to the best of my (our) knowledge.
I (we) understand misrepresentation will result in disqualification from the program and forfeiture of any funds received.
I (we) have a properly completed Employment Eligibility Verification Form I-9 for each eligible youth hired showing he/she is legal to work in the United States.
I (we) certify that this company is in compliance with all State & Federal Labor Laws.
I (we) are authorized signatory for the applicant.

By _____ Title _____ Date _____

By _____ Title _____ Date _____



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This application will provide basic information needed to review your grant request. To the extent permitted by O.R.S. 192.502(3), all details will be held in strict confidence.

GRANT QUALIFICATIONS

Linn County, using economic development funds, will reimburse Linn County small business employers (35 employees or less) that employ first-time employment youth **hired on or after May 1, 2024** at a rate of \$3.00/hour for hours worked. The program period runs from May 1, 2024 through September 30, 2024. Maximum employer reimbursement per new **employee** will be up to \$1,500; Maximum reimbursement per **employer** can't exceed \$4,500. Each youth employed must be a Linn County resident, at least 14 years of age, but not older than 19. **Youth 14 through 17 must be hired with a Bureau of Labor & Industries permit, include a copy with this application.** The employer will have to certify they are in compliance with all Federal and State youth labor laws (State Board of Labor & Industry [BOLI] rules and regulations). The maximum any one employer may hire at any one time is three (3) qualifying youth.

An employer may **obtain an application** at www.co.linn.or.us or by calling the Linn County Board of Commissioners' Office at (541) 967-3825. The deadline to submit an application is **September 1, 2024**. The application must identify the first-time employment youth by date hired, name, age, home address and phone number. The employer must have on file a properly completed Employment Eligibility Verification Form I-9 for each youth hired showing he or she is legal to work in the United States. Once an employer application is approved, the employer will be required to sign a contract with Linn County stating the terms of the program and what will be expected of the employer to receive reimbursement.

All participating employers will have until **Friday, November 15, 2024 to submit a request for reimbursement** of payroll costs at a rate of \$3.00/hour up to \$1,500 per new hire youth for work performed during the program period. Documentation must include payroll stubs indicating the participating youth by name, home address, number of hours worked, and pay per hour. **Reimbursement requests must cover a pay period of at least 30 days or may be made at the time a youth is terminated.** Payment will occur within 30 days of receipt of the request for reimbursement.

To Obtain BOLI Certificate for youth Under 18:

Bureau of Labor & Industries (BOLI)
Child Labor Unit
(971) 673-0836
www.oregon.gov/BOLI/whd/clu

To obtain an I-9 either contact:

Your CPA or go to www.uscis.gov

MAIL COMPLETED APPLICATION TO:

Linn County Board of Commissioners, PO Box 100, Albany OR 97321; (541) 967-3825; FAX (541) 926-8228