

# About Us

The JJC was established in 1995 to serve as the single agency of State government with centralized authority for planning, policy development, and provision of services in the juvenile justice system.

The JJC is committed to implementing and promoting policies and practices that improve outcomes for young people involved with the juvenile justice system, their families, and their communities.

The JJC's three primary responsibilities are providing care, custody, and rehabilitative services to youth committed to the agency by the courts, supervising and coordinating services for youth released from custody on parole, and supporting local efforts to provide prevention and early intervention services to at-risk and court-involved youth.

Across a continuum of care, which includes secure care facilities, residential community homes, and community-based parole and transitional services, the JJC provides programming, supports, and opportunities designed to help youth grow and thrive and to become independent, productive, and law-abiding citizens.

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## Join Us!



New Jersey Office of Attorney General  
**JUVENILE JUSTICE COMMISSION**  
Supportive Work Program

For more information visit:  
[www.njoag.gov/jjc](http://www.njoag.gov/jjc)

Or contact the Supportive Work Program:

Phone: **609-341-5349**

Email: [jjcspecialprograms@jjc.nj.gov](mailto:jjcspecialprograms@jjc.nj.gov)

## Supportive Work Program Employer's Guide

Employment Opportunities  
for a Better Tomorrow

NJ Office of the  
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# Purpose & Overview

The Juvenile Justice Commission's (JJC) Supportive Work Program enlists community partners to develop highly structured transitional work experiences for youth who have encountered barriers to employment.

The JJC reimburses salary costs and employer taxes to businesses that provide work experiences for JJC youth. By cultivating skills in an actual employment setting, youth can obtain basic life skills, sound work habits and on the job experience critical to their future success.

Employers who participate in the program have the opportunity to work with young people to develop their employment skills and cultivate hard-working members of their employment team. Long term employment and job retention are essential goals of the Supportive Work Program.

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# Participating Youth

The population targeted by the Supportive Work Program includes youth currently residing at JJC community programs and those under the supervision of the Office of Juvenile Parole and Transitional Services. All participating youth will meet the following criteria:

- Be at least 16 years old.
- Demonstrate responsible behavior as well as significant progress during their time with the Juvenile Justice Commission.
- Agree to abide by the rules and work assignments of their prospective employers.
- Display a commitment to be positive and productive.

# Employer Information

- Employers must abide by all applicable standards, regulations, licensing, and accreditations, including, without limitation, having a Business Registration Certificate completed, registered and certified pursuant to the State of New Jersey Division of Purchase & Property NJSTART Website and complete the required Treasury forms found on the site listed here: [www.nj.gov/treasury/purchase/](http://www.nj.gov/treasury/purchase/)
- A signed Memorandum of Agreement (MOA) detailing the responsibilities of the employers and the JJC is required prior to participation in the Supportive Work Program.

- Program duration is up to 20 weeks. Youth will be expected to work an average of 20 hours per week and function as part-time employees. Program participants will be entitled to all legal protections as afforded by state and federal employment guidelines.
- Employers are expected to provide all necessary forms (e.g., a W-4 form) to the youth for federal, state, and local tax purposes.
- Employers will submit the youth's paystubs, or documentation of work hours completed if the youth's paystub is unavailable, a Certification form for reimbursement for additional administrative costs, and a completed State payment voucher to the JJC within 14 days of payment to youth.
- Employers will be reimbursed an amount not to exceed \$3 an hour above the prevailing New Jersey hourly minimum wage and the employer's required contributions (e.g., FICA; UI, etc.), up to 8.6%, within 21 days of JJC approval of the documentation submitted by the employer for reimbursement.
- Employers may also submit for additional reimbursement of up to 5% of the employer's payment to the youth for administrative costs incurred specifically as a result of providing the youth employment as part of the Supportive Work Program.
- JJC will monitor and support each youth's progress and provide supportive assistance to employers during the employment period.