



## **2015 Pre-apprenticeship Program**

### **CSBG Business Participant Application Packet**



**2015 CSBG  
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): \_\_\_\_\_

Central Contractor Registration (CCR): Cage Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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	Assistant Directors Signature	Date:

# 2015 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.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>															
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<b>or</b>															
<b>Employer identification number</b>															
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### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/7w9](http://www.irs.gov/7w9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

# 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.**