



SOCIAL SERVICES NEWS

P.O. BOX 669 Newton, North Carolina 28658-0669 (828) 695-5600 www.catawbacountync.gov/dss

FOR IMMEDIATE RELEASE

DATE: Nov. 17, 2014

CONTACT: Margaret Allen, Catawba County Social Services Public Information Officer,
mallen@catawbacountync.gov, 828-695-6583

YOUTH WORK PERMITS CAN NOW BE COMPLETED ONLINE

HICKORY -- For the convenience of the public, Youth Work Permits can now be completed online. Using the online option allows parents to avoid a trip to their county's Social Services office to obtain a signature.

These permits are required for any worker who is younger than 18. These youths may be restricted to certain types of jobs.

Youth Work Permits, also known as Youth Employment Certificates, are available at the NC Labor Department website, <http://www.nclabor.com>. Just click on the link to "Youth Work Permits/Youth Employment Certificates." The youth should have a definite job offer before completing the form. It is best to complete the form at the employer's location to make sure the job description and other details about the work environment are completed accurately.

You must have your browser's pop-up blocker turned off to access the online form. Adobe Acrobat Reader 7.0 or higher is required to display and print the YEC. The employer, parent, and youth must all sign the certificate. The completed and signed certificate must be given to the employer on or before the first day of work.

The employer must verify the youth's age, proposed job duties, and any restrictions noted on the certificate. The certificate must be maintained by the employer for two years after employment ends or until age 20, as appropriate.

If the form is completed online, and then printed out, a representative from the county's Social Services does not have to sign it. However, if the form is printed out first, and then completed, it must be signed by a Social Services employee.

The online-only option is offered as a convenience. If completing a paper (pre-printed) form, parents must obtain a signature from Catawba County Social Services, which is located at 3030 11th Ave. Dr. SE, Hickory (behind Catawba Valley Medical Center). The entire form must be completed and signed by the employer before bringing it to Social Services. The youth and the parent/guardian must both come to the

Social Services office since the youth must sign the form in the presence of the Social Services worker, and present proof of age.

If you have any questions or problems with the online process, please call 1-800-NC-LABOR (1-800-625-2267) Monday through Friday.

#