



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Mountain-Prairie Region



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JAN 13 2009

Memorandum

To: Refuges Project Leaders, Region 6
Fisheries Project Leaders, Region 6
Ecological Services Project Leaders, Region 6

From: Assistant Regional Director, National Wildlife Refuge System, Region 6
Richard A. Coleman

Subject: Fiscal Year 2009 Youth Conservation Corps-Recruitment and Hiring Procedures

The following guidance will assist you in operating your Fiscal Year (FY) 2009 Youth Conservation Corp (YCC) Program. For those Refuges/Fisheries offices that had a YCC Program in FY 2008, attached is the YCC allocation that will be fund targeted to the stations organization code. Charge all associated YCC salaries and expenditures to the cost structure identified on the attachment. Since we are under a Continuing Resolution, the funding is based on the FY 2008 level, therefore the actual allocation is subject to change. You are encouraged to use any other discretionary funds for this effort, for example, other annual maintenance funding, base discretionary funding, or any other available funding.

Recruitment may begin immediately and selections should be made on or about April 15th. Enrollees will be paid minimum wage based on the area, as each State will have a different minimum wage amount.

The minimum wage increase will continue to impact your budgets again this year. The third and final phase of minimum wage increase will be completed this year. The effective date for the final increase is July 24, 2009. The new minimum wage will be \$7.25 per hour. Some states still have higher minimum wage rates than the Federal rate and the higher of the two will always be given to the YCC participants. Youth leaders will receive 15 percent higher pay than the minimum. In an effort to expedite payments to the YCC enrollees, participants are encouraged to receive their pay via direct deposit.

To facilitate personnel processing of enrollees, please forward the completed forms listed below to the Regional Personnel Office, MS 60182, Attention: Darlene Raymond, immediately after the

enrollee reports for work. All forms are available on the new YCC website located at <http://www.fws.gov/mountain%2Dprairie/ycc/>.

- ✓ YCC Application
- ✓ Personnel Master Change Notice
- ✓ YCC Enrollee Information Sheet, which includes the 2008 IRS Form W-4
- ✓ YCC Medical History
- ✓ Employment Eligibility Verification

All enrollees are required to have a Social Security Number (SSN). There is no need to process an electronic SF-52 to bring on or terminate an enrollee. To terminate an enrollee, send an e-mail message to Darlene Raymond stating the enrollee's name, SSN, and the last day worked (make sure to encrypt the e-mail message). As a reminder, YCC enrollees cannot work beyond September 30, 2009.

YCC Work Project Plan and Job Hazard Analysis (JHA) forms are still required. The Regional Safety Office reviewed and updated eight JHA's in 2004, which most likely pertain to YCC work. If you are planning a project that is not covered by one of these JHA's, please prepare a new or submit an existing JHA. Copies of the JHA's and all other necessary forms are available on the YCC website located at <http://www.fws.gov/mountain%2Dprairie/ycc/>. Please contact Terry Black in the Safety Office, at (303) 236-8115, if you need guidance or assistance completing the JHA's.

The new YCC website contains forms and instructions for project planning, processing employees, and submitting the annual report. As you work with YCC throughout the summer, please track any other expenditure, for example, staff salaries to supervise (ABC code 5C) and other costs such as supplies purchased. Please submit the Work Accomplishment Report at the end of your program. Remember that Environmental Education is a strong component of the YCC program. This can be done while at the job site. Take advantage of teaching moments as they occur.

General information about the YCC program can be found in the May 1999, Youth Conservation Corps Reference Book. If you have any questions, please contact Tina Dobrinsky, Regional YCC Coordinator, at (303) 236-4346, or Susan O'Connor, Payroll Coordinator, at (303) 236-7913.

Attachment

cc: ARD - Fisheries
ARD - Ecological Services
AO - Fisheries
AO - Ecological Services
PBD - Jean Dennis
PBD - Susan Reimer
PBD - Gina Martinez
Personnel - Darlene Raymond
Payroll - Susan O'Connor
Safety Office - Terry Black



FY 2009 YCC Allocation

December 9, 2008

Station	State	Number of YCC Enrollees	Allocation	Cost Code
Arapaho NWR	CO	4	\$11,600	65520-1262-Y6AP
Arrowwood NWR Complex (includes Chase Lake NWR)	ND	6	\$17,400	62510-1262-Y6AR
Audubon NWR	ND	3	\$8,700	62540-1262-Y6AD
Crescent Lake NWR Complex	NE	5	\$14,500	64510-1262-Y6CL
Des Lacs NWR	ND	3	\$8,700	62570-1262-Y6DL
Devils Lake WMD (Sullys Hill NGP)	ND	6	\$17,400	62580-1262-Y6DV
Ennis NFH	MT	2	\$5,800	61230-1262-Y6EN
Flint Hills NWR	KS	7	\$20,300	64580-1262-Y6FH
Garrison Dam NFH	ND	1	\$2,900	62210-1262-Y6GD
J. Clark Salyer NWR	ND	3	\$8,700	62620-1262-Y6JC
Kirwin NWR	KS	3	\$8,700	64610-1262-Y6KW
Medicine Lake NWR	MT	4	\$11,600	61530-1262-Y6ML
Ouray NFH	UT	2	\$5,800	65240-1262-Y6OU
Ouray NWR	UT	2	\$5,800	65570-1262-Y6OR
Quivira NWR	KS	3	\$8,700	64620-1262-Y6QV
Upper Souris NWR	ND	3	\$8,700	62680-1262-Y6US
Valley City NFH	ND	2	\$5,800	62220-1262-Y6VC
Waubay NWR	SD	5	\$14,500	64590-1262-Y6WB
Totals		64	\$185,600	

YCC Federal Minimum Wage Increase

The minimum wage increase will impact your budgets again this year. As outlined below, the Federal increase is taking place in three phases. Some states still have higher minimum wage rates than the Federal and the higher of the two will always be given to the YCC participants. Youth leaders will, as always, be entitled to 15% higher pay than the minimum.

<u>Phase</u>	<u>Effective Date</u>	<u>New Federal Minimum Wage</u>
One	July 24, 2007	\$5.85 per hour
Two	July 24, 2008	\$6.55 per hour
Three	July 24, 2009	\$7.25 per hour

If you need more specific information please contact Tina Dobrinsky, YCC Coordinator (303) 236-4346 or Susan O'Connor, Payroll Coordinator (303) 236-7913.