step up

We have aggregated these resources for you to use should you recognize any needs that your interns may have. These can be immediate needs like a mental health crisis, ongoing needs like food or shelter, or financial knowledge so you can help your intern learn how to work with money. Please be sure to look through and become familiar with these resources so that you can reference them quickly should you need them.

Government Resources

Step Up Program and Public Assistance
- This PDF provides information about the Step Up program and Public Assistance in English, Spanish, Oromo and Hmong. If a youth is receiving Public Assistance themselves or through their family, their earnings through the Step Up program are excluded/ not counted.

Child Labor Laws
- These are the laws that govern how we work with youth. Read these if you want to make sure you are in compliance.

Americans with Disabilities Act
- These are laws that govern how we work with people with disabilities and neurodiversity.

Anti-Harassment Complaint Procedure
- This PDF discusses different forms of harassment and explains your responsibility as a supervisor to prevent harassment. It also lays out the procedure for how to submit a complaint.

Right2Know- Safety, Emergency, Worker's Comp
- This document explains employees' right to know if they are working with hazardous substances, harmful physical agents, or infectious agents and explains the employer's responsibility to inform employees about these things.

Internship-Specific Youth Resources

Youth in Crisis Resources – SEE BELOW

Workplace Accommodations Resources – SEE BELOW

Clothing Resources for Interns
- This is a list of places youth can go to look for appropriate/professional clothing for thier internship at a low cost.

Technology Resources for Interns
- This document contains links to places where youth can learn more about using technology in their work.

Cell Phone Policy
- Here are some guidelines about making a cell phone policy for your interns and tips to remember when communicating about cell phone use.

Internship-Specific Supervisor Resources

Sample Letter of Recommendation

- We LOVE when supervisors write a letter of recommendation for their youth interns! Here is a sample letter that you can use as a template to write one for your intern.

Youth Program Quality Assessment Tool
- This document talks about the "key ingredients needed to create a positive learning environment for the young people" in your internship setting starting with safety as the basis, and layering a supportive environment, interaction and engagement on top like a pyramid.

NETSPEND PayCard FAQs
- Here you will find answers to frequently asked questions about the NETSPEND PayCards.

Youth In Crisis Resources

Youth Services Network: [Link](#)

- This website acts as a hub of resources where you can search shelters available for youth experiencing homelessness, locate nearby youth food shelters, find contact information for nearby outreach workers and resource hotlines, and links to many other resources for youth.

United Way 221: [Link](#)

- From local phone dial 221 for non-emergencies, 988 for suicide and crisis support and 911 for emergencies.
- Here you can find information about Medicaid/ Medical Assistance, eviction prevention resources and get connected to other community resources.

Mobile Crisis Response: [Link](#)

- Cope: Mobile Crisis Response (in Hennepin County): 612-596-1223; Available 24/7 for all ages; 988 connects you to the local county crisis team
- Website also provides an FAQ section, links to state and national resources such as The Trevor Project and other mental health supports.

Workplace Accommodations Resources

DEED Employer Reasonable Accommodation Fund (ERAF): [Link](#)

- The Employer Reasonable Accommodation Fund will reimburse employers with revenues under $5 million per year up to $30,000 per year. These reimbursement funds are provided so that employers can support their full-time, part-time, seasonal and contracted employees and even volunteers who need accommodations. There are many ways that this fund can support you. Please reach out to Ray McCoy to learn more.

- See DEED Employer Reasonable Accommodation Fund Flyer document in additional resources on the supervisor resource webpage.

> **Program coordinator Ray McCoy**
> **Phone: (651) 539-2390**
> **Email: ray.mccoy@state.mn.us**

Job Accommodations Network: Link

- This website provides more information for both employers and employees about workplace accommodations for employees with disabilities and the Americans with Disabilities Act (ADA). It provides an A to Z page with links to information about specific disabilities and accommodations and also SOAR (Searchable Online Accommodation Resource) to input the condition one is experiencing or needs to support.

Neurodiversity in the Workplace: Link

- This website provides a guide to help you "recruit, hire, retain and advance neurodivergent workers and benefit form the advantages or neurodiversity at work." It discusses the benefits to both the organization and employees, walks through management, peer training and mentoring techniques, and addresses hiring initiatives and partnerships along with providing further resources.

How to Create an Inclusive Workplace to Support Employees with Autism: Link

- This webpage defines Autism and how it affects people at work, highlights the strengths of employees with Autism, discusses strategies for supporting employees with Autism without disclosure and more information about retaining neurodiverse talent at your organization.

Employing People with Cognitive Disabilities: Link

- This website provides a background on cognitive disabilities, explains the role of HR, points out considerations for recruitment, employment applications and interviews as well as supervision, performance evaluation, employee relations and legal considerations/confidentiality.

Supporting Employes with Cognitive Impairment: Link

- This webpage provides a definition and brief description of cognitive impairment, discusses practical support for employees with cognitive impairments as well as mental and emotional support, and provides tips of supporting employees working remotely with cognitive impairments.