



## 2024 FACT SHEET

### LINN COUNTY SMALL BUSINESS FIRST-TIME EMPLOYMENT YOUTH WAGE GRANT PROGRAM

Linn County Board of Commissioners announce its summer Small Business First-Time Employment Youth Wage Grant Program which will assist County small businesses (35 employees or less) in hiring first-time employment youth; a youth who has not previously worked for the employer. The Commissioners understand that the current Oregon minimum wage is making it difficult for Linn County small businesses to employ entry-level youth who are then unable to gain valuable work experience.

The County will reimburse Linn County small businesses (35 employees or less) who employ first-time employment youth \$3/hour for hours worked from May 1 through September 30, 2024. An employer can only hire three (3) qualifying youth at any given time. Maximum reimbursement per employer is \$4,500 with a maximum of \$1,500 per new hire youth. Each youth has to be legal to work in the U.S., a Linn County resident and at least 14 years of age but not older than 19. Youth 14 through 17 must be hired with a Bureau of Labor & Industries permit. The employer has to certify they are in compliance with all Federal and State youth labor laws (State Board of Labor & Industry [BOLI] rules and regulations).

An employer may **file an application** with the Linn County Board of Commissioners, 300 4<sup>th</sup> Ave SW (PO Box 100), Albany OR 97321, from **May 1 through September 30, 2024**. The application must identify the first-time employment youth by date hired, name, age, home address, phone number and have a properly completed Employment Eligibility Verification Form I-9 for each youth showing he or she is legal to work in the United States. Once an employer application is approved, the employer will be required to sign a contract with Linn County stating the terms of the program and what will be expected of the employer to receive reimbursement at a rate of \$3/hour for hiring a first-time employment youth.

**All participating employers will have until November 15, 2024 to submit a request for reimbursement of payroll costs.** Documentation must include payroll stubs indicating the participating youth by name, home address, number of hours worked, and pay per hour. All reimbursement requests that include youth 14 through 17 must include a copy of the employer's Bureau of Labor & Industries permit. Reimbursement requests must cover a pay period of at least 30 days or for the entire program period or may be made at the time a youth is terminated. Payment will occur within 30 days of receipt of the request for reimbursement. To obtain an application visit our website at: [www.co.linn.or.us](http://www.co.linn.or.us). For further information, contact the Linn County Board of Commissioners' Office, Linn County Courthouse, P.O. Box 100, Albany Oregon 97321, 541-967-3825.