



Cornell University

Summer 2010

Dear Employer:

Welcome to Cornell University's "Develop Your Own (DYO) Summer Internship" program! This program is designed to help undergraduate students obtain career-related summer employment by offering non-profit and small for-profit employers a partial reimbursement for the student's summer wages.

If you have a full-time summer position to offer a Cornell undergraduate student, and the position is career or academically related, pays the prevailing minimum wage or higher for your area, and lasts 8-10 weeks, Cornell may reimburse up to 75% of the student's gross earnings up to a maximum reimbursement of \$3,000. Non-profit organizations receive 75%, and for-profit employers receive 50%.

If you are interested in hiring a Cornell student, simply complete Sections One through Three on the attached Funding Request Application. The student must complete Section Four and return the entire form with a resume to Cornell. We request completed applications as soon as possible, preferably before students leave campus in May. The approval process begins in March, and we continue to review and approve applications until the funding is exhausted (typically in mid-June).

If funding is approved we'll send you additional paperwork that must be completed and returned to Cornell to confirm the student's hire. Those hiring confirmation forms must be returned within two weeks of the initial approval notice and no later than June 30, 2010. Ultimately, if you do not hire the student, please notify us immediately so that we may reallocate funding to another applicant.

As a participant of the Cornell DYO program, an employer should understand the following important requirements. Failure to comply with the following could jeopardize your reimbursement.

- Positions must be paid hourly on the employer's payroll throughout the employment period. Stipend, commission, or personal check payments are NOT reimbursable. State, Federal, and FICA withholding are expected. Reimbursements are completed by mid-November if all required post-internship materials are received by the September 30 deadline.
- The supervisor must have direct on-site contact and oversight of the employee for a reimbursement to be processed. A remote worksite or flexplace arrangement is not permitted.
- Funding is approved for the specific student, and may not be transferred to a different individual.
- A separate application is required for each student annually, regardless of previous participation. This applies to both Cornell and external employers.
- Hours worked prior to notification of funding approval are not eligible for reimbursement.
- No reimbursement will be provided for lunch time, sick leave, holidays, or vacation.

The following documents will be required to receive reimbursement:

- W-9 Form (submitted with the application).
- Time cards (signed by supervisor and intern) documenting at least 35 hrs/wk for 8-10 weeks.
- Proof of payments by hourly wage (wage as noted on approved application, or higher).
- Evaluation form completed (one for each student hired).
- Note: Interns employed by Cornell departments are appointed to the Cornell payroll. Therefore, FWS wage subsidies are direct rather than through a reimbursement to departments.

Questions about the DYO application process should be directed to either Sandy Hickey 607/255-9051 (**Cornell campus and Ithaca area employers**) or Nancy Law 607/255-9046 (**employers outside the Ithaca area**).

Thank you for taking the time to consider this student...the experience you provide may make a world of difference!

Sincerely,

Nancy Law
Cornell Career Services
(Non-Ithaca area Employers)

Sandy Hickey
Student Employment
(Cornell Campus / Ithaca area Employers)