



**State of Delaware  
Office of Management and Budget  
Human Resource Management  
School to Work Program**

**Background and Purpose**

OMB provides funds to agencies hiring high school students for state employment. Funding is provided to encourage agencies to employ high school students, offering them significant work experience and an introduction to state government. In addition to establishing partnerships with schools, state government will benefit by recruiting a diverse workforce at a time when students are considering career choices.

**Student Employment Opportunities**

Agencies may request school to work funding to hire high school students in three situations:

- During regular school hours
- After school hours, during the school year
- During the summer

**Requirements**

Students under the age of 18 employed in any of these situations must have work permits on file with the agency and agencies must comply with child labor laws. A summary of child labor law provisions, provided by Delaware's Department of Labor, can be found under *Teens' Rights on the Job*. Students must also have state employment applications on file.

Agencies employing students during school hours must also have cooperative training agreements between the school and the agency. A copy of the agreement form is attached.

**Requests for Funding**

Agencies may request funding at any time during the year. Requests should include copies of the state application, work permit (if the student is under 18), cooperative training agreement (if employment is during regular school hours), the candidate's name, position, location, recommended pay rate (normally \$7.50 per hour), weekly schedule, a copy of the time sheet to be used, and a summary of the total amount requested. Requests should be sent to Jane Hahn, Program Manager, Office of Management and Budget/HRM, Haslet Armory, 122 William Penn St., Dover, DE 19901 or [jane.hahn@state.de.us](mailto:jane.hahn@state.de.us)

**Administration**

After review and approval by OMB, agencies should reserve the total amount approved for payment of student salaries.

OMB will prepare and distribute informational materials and establish a list of contacts at participating high schools. Agencies may call the school contacts when seeking high school applicants or identify candidates through other recruiting methods.

**Contacts:** The program is managed by Jane Hahn, Program Manager, and Brook Hughes, Senior Fiscal Administrative Officer, Office of Management and Budget, Haslet Armory, 122 William Penn St., Dover, DE, 19901 or [Brook.Hughes@state.de.us](mailto:Brook.Hughes@state.de.us)