



North Carolina Department of Health and Human Services  
Division of Social Services

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS

Wayne E. Black  
Division Director

July 25, 2013

Dear County Director:

**SUBJECT: Youth Employment Certificate (YEC Auto) On-Line Process**

The North Carolina Division of Social Services is pleased to disseminate information on an exciting new on-line process for Youth Employment Certificates developed through the Wage and Hour Bureau of the North Carolina Department of Labor (NCDOL).

Please find attached the 7/24/13 letter from Mr. Valentine Eucare III, Administrator, which describes the new customer-friendly process which allows on-line applications for youth work permits. Note that NCDOL is also offering staff training on related Youth Employment laws and the YEC Auto system.

The Division of Social Services encourages all County DSS Directors to share this information and related contact information with all DSS employees.

Sincerely,

A handwritten signature in black ink that reads "Wayne E. Black".

Wayne E. Black

DIR-03-21013

www.ncdhhs.gov • www.ncdhhs.gov/dss  
Tel 919-527-6335 • Fax 919-334-1265

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Cherie K. Berry  
Commissioner



Valentine Eucare III  
Administrator  
WAGE AND HOUR BUREAU

July 24, 2013

Wayne E. Black  
NC Department of Health & Human Services  
Director, Division of Social Services  
820 South Boylan Ave.  
Raleigh, NC 27699

Dear Mr. Black:

This letter is provided in hopes that "YEC AUTO" can be disseminated throughout the entire Department of Social Services offices in all 100 counties. The Wage and Hour Bureau's "YEC AUTO" program was designed for an employer or youth (employee) to fill out a work permit on line while either at the employer's place of business, the youth's home or any place a computer, adobe and a printer was assessable. A DSS signature is no longer required for an on line form and will replace all other previous forms (still acceptable) in the near future. There are no pamphlets on same; just a link below to our website.

"Our main objective here is to ensure the safety of youths employed in North Carolina; the on line system provides our office with real time submittal and review of a permit the same week it is issued; whereas the normal wait time for a completed permit mailed from any DSS office could range anywhere from two weeks or longer after the permit was returned to a DSS office. If a permit was improperly issued and before our office could review same; the lag time increased the risk of a youth being injured on the job.

YEC AUTO may help provide better customer service; DSS can simply refer an employer, youth or parents to the on line form; this eliminates most guardians from taking off of work to come to DSS to fill out a form; if a work station was provided customers could obtain a permit at a DSS office as needed which may free up DSS personnel for other things; and as indicated previously; may prevent the injury or death of a youth at a job site.

It is a simple four step process; **Screen 1:** Requests information on the youth, proposed employer and business type. **Screen 2:** Requests a response regarding the employer's ABC permit status for most business types. **This is a required field;** however, a "YES" response applies mostly to restaurants and country clubs where alcoholic beverages are sold **and** consumed on the premises. **Screen 3:** Displays job restrictions by age groups and requests selection of proposed employment. **Screen 4:** Displays information entered for review prior to printing."

Training is available on Youth Employment laws and YEC AUTO use through our Bureau. I recommend DSS employees involved in issuing permits or answering youth related job questions receive refresher training annually. If a DSS office or employee hasn't had a refresher course in over a year, please have that office email me; I will forward the contact information to the investigator/trainer in their area so they can arrange a date and time to conduct training.

In the meantime, if you have questions regarding this letter, YEC AUTO, or any labor law issues please feel free to contact our office at (919) 807-2802. Please visit our website at [www.nclabor.com](http://www.nclabor.com) and follow the link provided to discover more on Youth Employment Certificate (Work Permit) also known as "YEC AUTO."

Sincerely,  
**Valentine Eucare III**  
Administrator

cc: File  
Mr. Rogers, DSS - Deputy Director

1101 Mail Service Center • Raleigh, North Carolina 27699-1101  
(919) 807-2801 • Fax (888) 219-1920 [val.eucare@labor.nc.gov](mailto:val.eucare@labor.nc.gov)