



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: December 17, 2015

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Norma Jean Sass *NJS*
Deputy Superintendent, Education Services

SUBJECT: Youth Employment Standards Act
Work Permits and Issuing Officers

The Youth Employment Standards Act 90 of 1978 defines a minor as being less than 18 years of age, including but not limited to employees, volunteers, independent contractors, and performing artists. The Act at MCL 409.104 also states "...a minor shall not be employed in an occupation regulated by this act until the person proposing to employ the minor procures from the minor and keeps on file at the place of employment a copy of the work permit ..."

It is imperative that the work permits are the current forms and on the correct colored paper. Form CA-6 (revised 2014) must be printed front and back on pink paper. Form CA-7 (revised 10-18-2011) must be printed front and back on yellow paper. The work permits are obtained by the minor from the issuing school officer (chief administrator of a school district, intermediate school district, public school academy, or non-public school) in which the minor resides or the prospective employer is located. If the minor changes jobs, a new work permit is required for the new employer.

A work permit is required even if the minor is home, cyber, virtual, or online schooled, does not attend school, or is an out-of-state resident. If the minor is home schooled, the minor must present to the issuing school officer a signed, written statement from the parent or guardian, as the instructor of record, indicating how many hours per week the student is

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being home schooled. The issuing officer will keep a copy of the statement attached to their copy of the work permit filed at the school. A work permit may be revoked for poor academic performance.

The current work permits, instructions, reference materials, and Youth Employment Standards Act 90 resources are available at the Office of Career and Technical Education website, [MDE - Youth Employment](#). Training for issuing officers is available by contacting Tara Bride, Youth Employment Regulation Specialist, via email at bridet@michigan.gov, or by calling 517-335-6041.

cc: MI Education Alliance