



www.ocworkforce.com  
410-213-0144 ext. 104  
email: OCWorkforce@OceanCity.org

Like Us On Facebook



Scan Here or go to  
www.facebook.com/OCWorkforce

# Welcome to Ocean City!

On behalf of the City Council and Citizens of Ocean City, Maryland, I'd like to welcome you to our town. We hope you have a good work experience and that you get to know our friendly people during your time in Ocean City.

We have put together a list of services that you may need during your stay. Please feel free to contact any or all of them.

Your safety and well-being are important to us. Please observe all traffic rules and be cautious about your personal safety.

We are very happy that you have chosen to visit and work here. Enjoy your stay!

Sincerely,

**Rick Meehan**  
**Mayor**  
**Ocean City, Maryland**



On behalf of the Seasonal Workforce Committee, along with the business community, I welcome you to our town. Thank you for choosing Ocean City, MD for your work/travel program destination.

We hope that your stay in Ocean City will exceed your expectations. If you should encounter a problem while you are here, first CONTACT YOUR SPONSOR (their phone number is listed on your DS-2019 form). Also contact our committee at [OCWorkforce@OceanCity.org](mailto:OCWorkforce@OceanCity.org) so that we may follow up with you.

Many of the local churches are having free welcome meals. Please take advantage of these occasions to get to know our wonderful citizens, and meet new friends.

We hope you enjoy your cultural experience working in Ocean City and traveling in the United States.

**Carrie Linch**  
**Chairperson, Seasonal Workforce Committee**

# Table of Contents

Housing.....	Page 4
Transportation.....	Page 5
Checking In & Social Security Cards.....	Page 6
OC Rules & Regulations.....	Page 7
Bicycle Safety.....	Page 8
Safety/Medical Care.....	Page 9
Hot Weather Health & Safety.....	Page 10 & 11
Hurricane & Flood.....	Page 12
Wages & Compensation.....	Page 13
Taxes.....	Page 14
Helpful Information.....	Page 15
Student Centers .....	Page 16
Police Department .....	Page 17
Phone Numbers.....	Page 18
Sponsor Contact.....	Page 19
Committee Members & Sponsors .....	Page 20

## Seasonal Housing

### Where to find a place to live this summer?

Visit us online at [www.ocworkforce.com](http://www.ocworkforce.com) and click on the housing link.



\* This list is provided as a service to students, and does not constitute an endorsement of the properties by the Committee nor is it a complete list.

Read advertisements in local newspapers for area rental properties and roommate opportunities. The local newspapers are published weekly (every Friday) and are free to pick up at almost every convenience store or supermarket, and other public places and businesses.

### Tips to avoid problems with your housing:

- Before making any commitment on housing, ask to see the apartment.
- Check for existing damages or problems and make a list of these items. If you decide to rent the apartment, discuss your list of problems and damages with the rental manager, until all of you are in agreement about the list.
- Carefully read and listen to all terms and rules the landlord has made. After signing and paying a deposit, you are expected to honor your agreement.
- Follow all rules the rental manager has posted.
- Pay your rent on time: ***Always get a receipt for money you have paid.***
- Do not damage your apartment, appliances or furniture.
- Do not overcrowd your apartment with extra students. This is usually a violation of city building and fire codes.
- Do not move out without first informing your rental manager.
- Damaging the apartment, overcrowding, and not paying your rent on time could result in you not getting your deposit refunded. You can also be evicted!
- **If you are having a problem with your rental, or feel you are not being treated fairly, try to resolve the problem with your rental manager. If you cannot come to an agreement, you may need to look for other housing, or contact the Seasonal Workforce Committee. We will help identify the problem and solve the issue by contacting the proper authority.**
- **Students should report any housing issues to their sponsor or the Seasonal Workforce Committee for assistance.**
- **Information about housing codes can be found at the following link** <http://library.municode.com/index.aspx?clientId=12833&stateId=20&stateName=Maryland>

## Transportation



### West Ocean City Park & Ride Shuttle:

- Fare is \$3 to ride all day, exact change required
- Travels from South Division St Transit Station to/from West OC, Tanger Outlets and Park-n-ride Transit Station
- Runs 24-hours daily, 6am - 2am every 20 minutes
- West Ocean City Park-n-Ride center is a connection point for the Shore Transit Bus to Wal-Mart, Berlin and other points.



### Coastal Highway Transit Bus:

- Fare is \$3 to ride all day, exact change required
- Travels from S. Division St. Transit Station to/from 144th St. Transit Station (Delaware State Line)
- May 27th – September 25th, busses will run every 10 and 20 minutes.
  - 6:00 am-3:00 am, busses run every 10 minutes
  - 3:00 am- 6:00 am, busses run every 20 minutes
- Bus stops are located every other block along Coastal Highway, Philadelphia Avenue and Baltimore Avenue.
- Bus travels south along Coastal Highway, Philadelphia Avenue to the South Division Street Transit Center. Then north on Baltimore Avenue to 15th Street, turning left and continuing north on Coastal Highway to the Delaware State line (144th Street)

### Boardwalk Tram:

- **Price is \$3.00 per boarding, one way ride, exact fare required**
- Travels the Boardwalk from South 1st St. tram station to & from 27th St. station
- May 27th to September 5th, Tram runs 11am and 12 Midnight
- Weekends, holidays and special events, Tram will run 10:00 am - 12:00 am

### Shore Transit Bus:

Connects Ocean City to other towns in the region.  
The bus leaves from the West Ocean City MD Park & Ride lot.  
Check schedules at [www.shoretransit.org](http://www.shoretransit.org).



### DART First State:

- Travels from 144th Street in Ocean City to the following locations in Delaware: Bethany Beach, Dewey Beach, and Rehoboth Beach.
- Travels to Rehoboth Beach Park & Ride from Memorial Day weekend (end of May) until the middle of September.
- Check schedules at [www.beachbus.com](http://www.beachbus.com).



## Check In With Your Sponsor

New US government regulations for the Summer Work Travel Program mandate that students must check-in with their sponsor within 10 days of arrival in the USA. Failure to check-in within 10 days will result in program termination. Termination means student's status in SEVIS will be inactive, student cannot legally work in the USA, will not have medical insurance, and will need to return home immediately, and will have difficulty obtaining any type of US visa in the future.

## Apply For the Social Security Card

Students will apply at the Social Security Administration's (SSA) office located at 2414 Northgate Drive, Salisbury, MD. The office is approximately 30 miles from Ocean City. The office is open 8:30 AM to 3:30 PM, except Wednesdays (office closes at 12 PM on Wednesdays).

### **Transportation to the SSA office in Salisbury:**

Students may take the Shore Transit bus from WOC Park and Ride lot. Routes 451 or 431 will travel between Ocean City & Salisbury. A bus change must be made at the Salisbury Transfer Point to Route 111 to go to the SS office.

The fare is \$3.00 per bus or \$12.00 round trip. Allow two hours to get to the SS office.

### **When applying with SSA, you must bring the following:**

- Your passport with J-1 VISA
- I-94 Arrival/Departure Record (go to following website to obtain your I-94 admission record: [CBP.gov/194](http://CBP.gov/194))
- DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status

After applying, SSA will give you a letter stating that you have applied. Give a copy of this letter to your employer. You may begin working before you receive your Social Security Card. It is illegal for an employer to withhold your wages because you don't have your SS Card yet. You must be paid for the time you work, regardless of whether or not you have been assigned a SS number.

### **SSA will deliver SS cards at City Hall every Wednesday afternoon starting on June 1, from 12:00pm to 3:00pm**

**\* Times vary later in the summer, please refer to the paper you were given when you registered for the date & time to pick up.**

### Protect Your Money - Open a Bank Account

To keep your money safe, you should open a bank account (checking or savings) Search different bank branches in the area to find "Free Student Accts"

- DO NOT keep large sums of cash on your person or at your apartment
- If you receive a debit card when opening a bank acct., DO NOT give your PIN (personal identification number) to anyone, and keep your card in a safe place with you at all times!

### Keep Your Documents Safe

- For identification purposes, you must have your passport or other photo ID at all times
- **NEVER** give your passport or documents to anyone (landlords /employers) to keep. *It is illegal for anyone to take them for any reason*
- Make a copy of your passport & documents and keep them in a very safe place
- Report your lost/stolen passport or documents immediately to the Ocean City Police Department and your sponsor

**Hitchhiking is prohibited in the U.S. It is very dangerous; never do it!**

## Ocean City Rules & Regulations

- The beach closes at 12:00am. Do not go on the beach after this time.
- Prohibit drinking or purchasing alcohol for anyone under 21. You must also be 21 to enter bars, nightclubs or to purchase alcohol. **Photo ID is required.**
- Prohibit drinking alcohol or possessing an open container of alcohol in public. This includes on any street, avenue, alley, sidewalk, beach, parking lot, and any vehicle in any of these areas.
- Prohibit nudity in public areas. Prohibit disorderly conduct: acting in a manner that disturbs the peace of others, or refusing to obey the lawful order of a police officer.
- Prohibit sleeping on the beach from 10 p.m. until 6 a.m. Sleeping in a vehicle is also prohibited at any time.
- Prohibit excessive noise. No disruptive noises may be made between 12 midnight and 7 a.m. (includes yelling and loud music).
- Restricted ball-throwing, Frisbees, and other sports while the Beach Patrol Guards are on duty, between 10 a.m. and 5:30 p.m. daily. The use of kites, surf mats, and boogie boards is under the control of the Beach Patrol Guards.
- Prohibit surfing between 10 a.m. and 5:30 p.m., except at three designated areas ("surf beaches") announced daily on local radio stations, listed in the newspapers and at area surf shops.
- Prohibit skateboards on public streets, alleys, sidewalks and public lots. Skateboarding is permitted at the skateboard park at 3<sup>rd</sup> Street & St. Louis Avenue. Skateboarding is now permitted on the boardwalk during the times listed below

### **New Smoking Ban on the Beach in Effect:**

- There are designated smoking areas featuring waste receptacles located at every street along the beach and fifteen feet off the boardwalk. Smoking area.
- The boardwalk is a smoke free zone.
- Smoking regulations apply to cigarettes, cigars, pipes, e-cigarettes, and any other matter, form of, or substance that contains nicotine or tobacco.
- More info including smoking waste receptacle maps may be found at [ococean.com](http://ococean.com)

Bicycles, skateboards & roller blades are allowed  
**on the Boardwalk during the following times:**

<b>MEMORIAL DAY (MAY 30)</b> THROUGH <b>LABOR DAY (SEPT. 5):</b> 2 am -11am	<b>LABOR DAY (SEPT. 5)</b> THROUGH THE FOLLOWING <b>MEMORIAL DAY --- ANYTIME</b>
-----------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

### **Pedestrian Safety**

**Cross the street only at marked crosswalks.**

When crossing Coastal Highway, push the button and wait on the sidewalk for the white flashing signal indicating you may cross.

- Maryland law requires that pedestrians use the sidewalk where it is available, rather than walking on the street.
- Jogging is not permitted in the bus lane of Coastal Highway. If a sidewalk is provided, jogging must occur on it, not the roadway.

Please READ before you RIDE in Ocean City, MD

*When riding a bicycle in Ocean City, here are a few tips ...*

**When riding a bicycle, you are considered a vehicle and must obey traffic laws. Below are some helpful tips to keep you safe while riding your bike in Ocean City:**

- **You MUST** stop at all red lights and stop signs
- **You MAY NOT** ride a bicycle while impaired by alcohol or drugs
- **You MAY NOT** ride against traffic
  - When going north, ride on the northbound side
  - When going south, ride on the southbound side
- **You MAY NOT** ride on a sidewalk – it is illegal & dangerous
- **You MAY NOT** allow someone to ride on the handlebars ... one person per seat
- **You MAY NOT** carry anything that prevents you from keeping both hands on the handlebars
- **You MUST** use a lamp when riding after dark
- **You MAY NOT** wear a headset or earplugs that cover both ears
- **Required Equipment:**
  - A lamp is **REQUIRED** on the front of a bicycle when people and vehicles are not clearly visible at 1,000 feet
  - A red reflector is **REQUIRED** on the rear of the bicycle when people and vehicles are not clearly visible at 1,000 feet



Please be careful & use caution when riding your bike in OC

For more information contact Pfc. Morgan at  
410-520-5304 or at [amorgan@oceancitymd.gov](mailto:amorgan@oceancitymd.gov).

### **Moped / Scooter Rules:**

- Motor scooters and mopeds must be registered and have the appropriate titles affixed to the rear of the vehicle.
- Operators must have a driver's license or have a Moped Operator Permit with proof of insurance upon stop.
- Drivers of motor scooters and mopeds must remain on the far right of the road.
- Motor scooters and mopeds are prohibited from operating on sidewalks.

## Safety Reminders

### Useful Tips for Swimming in the Ocean



- Always swim near a lifeguard; never enter the ocean unless lifeguards are on duty! If you don't swim well, stay in shallow depths and watch for sudden drop-offs.
- Use sunscreen to prevent serious sunburn.
- Never enter the ocean when lifeguards are not on duty (after 5pm).
- Jellyfish tentacles can result in red welts and severe pain. Wash the area with a mild soap and water, and then apply liberal amounts of meat tenderizer (MSG, Accent) to the still wet area. Benadryl will help lessen the reaction. If the reaction worsens see a physician. (You can purchase Benadryl and meat tenderizer at a grocery store or pharmacy).
- Be aware of rip currents formed when water rushes out to sea in a narrow path.
- **If you're caught in a rip current, don't panic or swim against the current. Swim parallel to shore until you are out of the current.** If you can't break out of the current, float calmly until it dissipates, usually just beyond the breakers. Then swim diagonally to shore.

### What to do if you need Medical Care

- Keep proof of your medical insurance (travel insurance arranged by sponsor agency) with you at all times and know the terms of your policy.
- There are several medical facilities and urgent care centers in Ocean City. There is also a county health department facility in Berlin, Maryland (8 miles from Ocean City). Contact your insurance company prior to visiting any medical center to get information about the coverage provided.
- You will have to pay cash or credit card at the time of your medical appointment. Keep all of your medical bills and receipts. You will need them to get reimbursed from the insurance company. Contact your sponsor if you do not know the procedure to file a claim for reimbursement.
- **Do not go to Atlantic General Hospital's Emergency Room (in Berlin) for minor illness and injuries (such as insect bites, sunburn, colds, etc.)!**
- If you need medical care of an **emergency nature (serious/life-threatening injury or illness)** call 911 and ask for an ambulance to come to your residence. You will be transported to Atlantic General Hospital Emergency Room in Berlin, Maryland (8- miles from Ocean City). Please know the terms of your insurance coverage because many policies have a very high deductible (\$200+) if you are not admitted to the hospital after receiving emergency care.
- **Take your passport and your insurance card (or information) to the hospital or doctor's office. If you do not know your insurance information, at least provide the name of your program sponsor to the receptionist at the doctor's office or medical facility.**
- If you are injured on the job, report it immediately to your supervisor so your employer is aware, and can document the injury. All employers are required to have Worker's Compensation Coverage for their employees who are injured on the job, and will be responsible for the medical bills for work-related injuries.

## During Hot Weather

***To protect your health when temperatures are extremely high, remember to keep cool and use common sense. The following tips are important:***

### Drink Plenty of Fluids

During hot weather you will need to increase your fluid intake, regardless of your activity level. Don't wait until you're thirsty to drink. During heavy exercise in a hot environment, drink two to four glasses (16-32 ounces) of cool fluids each hour.

**Warning:** If your doctor generally limits the amount of fluid you drink or has you on water pills, ask how much you should drink while the weather is hot.

Don't drink liquids that contain alcohol, or large amounts of sugar—these actually cause you to lose more body fluid. Also avoid very cold drinks, because they can cause stomach cramps.

### Replace Salt and Minerals

Heavy sweating removes salt and minerals from the body. These are necessary for your body and must be replaced. If you must exercise, drink two to four glasses of cool, non-alcoholic fluids each hour. A sports beverage can replace the salt and minerals you lose in sweat. However, if you are on a low-salt diet, talk with your doctor before drinking a sports beverage or taking salt tablets.

### Wear Appropriate Clothing and Sunscreen

Wear as little clothing as possible when you are at home. Choose lightweight, light-colored, loose-fitting clothing. Sunburn affects your body's ability to cool itself and causes a loss of body fluids. It also causes pain and damages the skin. If you must go outdoors, protect yourself from the sun by wearing a wide-brimmed hat (also keeps you cooler) along with sunglasses, and by putting on sunscreen of SPF 15 or higher (the most effective products say "broad spectrum" or "UVA/UVB protection" on their labels)

### Schedule Outdoor Activities Carefully

If you must be outdoors, try to limit your outdoor activity to morning and evening hours. Try to rest often in shady areas so that your body's thermostat will have a chance to recover.

### Pace Yourself

If you are not accustomed to working or exercising in a hot environment, start slowly and pick up the pace gradually. If exertion in the heat makes your heart pound and leaves you gasping for breath, STOP all activity.

Get into a cool area or at least into the shade, and rest, especially if you become lightheaded, confused, weak, or faint.

When working in the heat, monitor the condition of your co-workers and have someone do the same for you. Heat-induced illness can cause a person to become confused or lose consciousness.

## Hot Weather Health Emergencies

Even short periods of high temperatures can cause serious health problems. During hot weather health emergencies, keep informed by listening to local weather and news channels or contact local health departments for health and safety updates. Doing too much on a hot day, spending too much time in the sun or staying too long in an overheated place can cause heat-related illnesses. Know the symptoms of heat disorders and overexposure to the sun, and be ready to give first aid treatment.

### Heat Stroke

Heat stroke occurs when the body is unable to regulate its temperature. The body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. Body temperature may rise to 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided.

### Recognizing Heat Stroke

Warning signs of heat stroke vary but may include the following:

- An extremely high body temperature (above 103°F, orally)
- Red, hot, and dry skin (no sweating)
- Rapid, strong pulse
- Throbbing headache
- Dizziness
- Nausea
- Confusion
- Unconsciousness



### What to Do

If you see any of these signs, you may be dealing with a life-threatening emergency. Have someone call for immediate medical assistance while you begin cooling the victim. Do the following:

- Get the victim to a shady area.
- Cool the victim rapidly using whatever methods you can. For example, immerse the victim in a tub of cool water; place the person in a cool shower; spray the victim with cool water from a garden hose; sponge the person with cool water; or if the humidity is low, wrap the victim in a cool, wet sheet and fan him or her vigorously.
- Monitor body temperature, and continue cooling efforts until the body temperature drops to 101-102°F.
- If emergency medical personnel are delayed, call the hospital emergency room for further instructions.
- Do not give the victim fluids to drink.
- Get medical assistance as soon as possible.
- Sometimes a victim's muscles will begin to twitch uncontrollably as a result of heat stroke. If this happens, keep the victim from injuring himself, but do not place any object in the mouth and do not give fluids. If there is vomiting, make sure the airway remains open by turning the victim on his or her side.

## Hurricane & Flood Precaution

- The Atlantic hurricane season is June 1 to November 30. The National Hurricane Center issues, when necessary, hurricane watches and warnings.
- A “watch” means an area could experience hurricane effects within 36 hours. A “warning” means an area will experience hurricane effects within 24 hours.
- Due to population density during the summer months, Ocean City may recommend evacuation (leaving the resort) before a hurricane watch is issued.
- **Ocean City has a specific hurricane evacuation plan in place just for students. You will be given instructions on when to evacuate, which may be up to 72 hours before the hurricane is expected to strike.**
- Leave your local housing immediately when evacuation orders are requested.
- Go to the Convention Center on 41<sup>st</sup> Street & Coastal Highway. Buses will be waiting to take you out of the city.
- Bring your documents (passport, DS-2019) with you. You will be permitted to take only one back-pack or carry-on with you, so please bring only the items that are necessary to you (prescriptions, change of clothes, laptop, and small electronics).
- You will be instructed to leave your luggage at your rental unit or with your employer, because you cannot take it with you during the evacuation (you are permitted to take only a back-pack or small carry-on). Please make sure your luggage that is left behind is properly labeled with your **identification clearly on it.**
- Evacuation orders will be issued over local radio and television stations, on the Internet at [www.ocmdemergency.com](http://www.ocmdemergency.com) and on the local government **access channel. Police and other emergency officials may also notify** people.
- Call your sponsor for assistance and concerns. Stay in touch with your family. Contact your sponsor and family before the arrival of the storm and let them know you will be evacuating Ocean City.

Ocean City has never received a direct hit from a hurricane.  
However, the resort must be prepared for any threat.

For questions or concerns, call 410-723-6646.



Visit [www.oceancitymd.gov](http://www.oceancitymd.gov) & click on “**Sign up for City Wide Alerts via text/email**” in the top right corner of the page to sign up for emergency alerts and information.

## WAGES AND COMPENSATION

**What is a “Wage?”** A wage is payment or compensation earned by an employee for work performed under an employer’s direction, or with the employer’s knowledge or consent. Generally, wages are paid as currency (U.S. Dollars) representing a length of time worked.

**Minimum Wage under Maryland Law: \$8.25 per hour** for non-tipped employees. Set to increase to \$8.75 eff. 7-1-16.

**Frequency of Pay:** Employees in Maryland must be paid at least once every two weeks or twice per month.

**Wage Payment at Termination: When Final Pay Due** Each employer shall pay an employee, or authorized representative of an employee, all wages due for work that the employee performed before the termination of employment, on or before the day on which the employee would have been paid the wages if the employment had not terminated (the next scheduled payday.)

**Wages Paid On Time:** Generally, an employer must set regular paydays, and pay all earned wages of an employee on time regardless of whether the employee has turned in a time sheet or punch card, quit without notice, or provided any other form or document required by the employer.

**Compensable Time: For What Time Must an Employee Be Paid?** All of the time an employer requires an employee to be at work is compensable time, whether or not the employee is officially “on the clock.”

**Tipped Employees: Payment of Less than Minimum Wage** Employees who earn at least \$30 per month in tips may, under Maryland Law, be paid a *portion* of the minimum wage by their employer. This amount may be no less than \$3.63 per hour provided that earned tips for the week combined with the \$3.63 per hour are equal at least to the minimum wage \$7.25 for all hours worked. **Where an employee’s earnings fall short of the minimum wage due to meager tips, the employer must make up the difference.**

**Holding Wages: “One Pay in the Hole”** An employer may not keep any part of the wage of an employee, either by withholding an entire paycheck, part of a paycheck, or by way of incremental wage deductions from several paychecks, as security against some future or contingent occurrence. This practice amounts to a confiscation of pay and is a direct violation of the law requiring timely payment of earned wages. (Note: This section concerns the indefinite holding of wages as security, not the short-term delay of pay for payroll processing.)

**Bounced Paychecks:** Paying wages with a bad check is the same as failing to pay wages and may subject an employer to civil and criminal penalties under the Wage Payment and Collection Law and the Maryland Criminal Code.

**Pay for Lunch and Other Breaks:** There is no law requiring an employer to provide breaks, including lunch breaks, for workers over 18 years of age. An employer who chooses to provide a break, however, does not have to pay wages for lunch periods or other breaks in excess of 20 minutes where the employee is free to leave the worksite (or workstation), in fact takes their lunch or break (whether freely choosing to leave or remain at the worksite), **and** the employee does not actually perform work during this period. If employees are told their pay will be reduced each day by one-half hour for lunch, and they are **not** free to take this lunch period, they must be paid for the time.

**Overtime:** Overtime is payment to an employee of one and one-half (1.5) times the regular hourly wage for work performed in excess of 40 hours in a 7-day work week. However, under state and federal law, some employers are exempt from the requirement to pay overtime.

**Where to Find Help:**

Employees may call the **Division of Labor and Industry at 1-410-767-2357**. The Department of Labor’s website is **[www.dol.gov](http://www.dol.gov)**

## What You Should Know About Taxes

All summer work/travel participants must pay state, federal and local taxes (approximately 10-14%). However, you have the right and opportunity to complete forms obtained from the Internal Revenue Service (IRS) so that you can get most of the taxes refunded to you at the end of the tax (calendar) year that you worked.

### **Taxes you will not have to pay:**

- Social Security
- Medicare
- Federal Unemployment

After receiving your first paycheck, make sure the 3 above taxes have not been taken out of your paycheck. If you see any deductions under words "FICA", "SS" or "Soc Sec", or "Medicare" or "Med", or "FUTA", then the employer has made a mistake. You should speak to the employer about this since the law is different for J-1 students and the employer may be unaware that you are exempt from these three taxes. Go to [www.irs.gov](http://www.irs.gov) for IRS Publication 519 which explains this exemption.

### W-4 Form

When you begin your job, the employer will ask you to complete a W-4 Form (Employee's Withholding Allowance Certificate) to ensure that you are not over-taxed. If you do not fill out the W-4 properly, you may have to pay more tax in the future. The following instructions on filling out your W-4 Form are from the IRS Publication 515, "Withholding of Tax on Nonresident Aliens and Foreign Corporations."

- Check only "single" marital status on Line 3 (even if you are married or divorced)
- Claim only one withholding allowance on Line 5.
- Write "Nonresident Alien" or "NRA" on the dotted line on Line 6.
- Do not claim "Exempt" withholding status on Line 7.

### Tax Refunds

Everyone who earns income in the USA is required to file a tax return after the end of the calendar year. Your tax return will reflect your earnings for the previous year, the amount of taxes you paid and the total amount of taxes owed or refunded.

To file your tax return you will need your W-2 Form and Form 1040NR-EZ. At the beginning of the year following your summer work/travel program, your employer will send you a W-2 Form (**required by law to mail it to you by February 15**). **Make sure you provide your employer with your correct address in your home country before you leave the USA so that they can mail the W-2 Form to you.** After you receive your W-2 Form, complete a 1040NR-EZ tax form. You can obtain the 1040NR-EZ form (with instructions) at the US Embassy in your home country or on the Internet at [www.irs.gov](http://www.irs.gov). **You must file your tax return no later than April 15.**

Once you have completed the form, mail it to:  
**United States Internal Revenue Service Center  
Philadelphia, PA 19255 USA**

## Helpful Information About the U.S.

### **Monetary Units:**

The U.S. monetary system follows the decimal system. The basic unit is the dollar "\$". The most widely used bills are in denominations of \$1, \$5, \$10 and \$20. Occasionally, a bill of \$2, \$50 or \$100 may be seen.

Each dollar is divided into 100 cents. Currency in the form of a coin is: 1 cent (penny), 5 cents (nickel), 10 cents (dime), and 25 cents (quarter).

### **Value of a Dollar:**

Following is a list of average prices:

Cup of coffee .....	\$1.50
Espresso-based drink.....	\$3.50
Hamburger, fries, & drink.....	\$9 - \$11
Lunch at a restaurant.....	\$10 - \$15
Movie Theater (cinema).....	\$9 - \$14
Letter stamp in U.S. ....	\$.49 cents



### **Sales Tax:**

Most states in the U.S. charge a sales tax on tangible personal property and services, such as clothing, restaurant and fast food meals, services, newspapers, books, toiletries, etc. The sales tax varies; in the state of Maryland it is 6%. Sales taxes are added at the register, so be prepared for your bill to be more than the price tag on an item. In Ocean City, an additional 1% sales tax is added. The state of Delaware has no sales tax.

### **Tipping:**

Tipping, also known as gratuity, is giving a small amount of money to another person for a service. These are the most often tipped services:

Waiter/waitress.....	18% of food bill
Barbers/hairdressers.....	18% of bill
Taxi drivers.....	10% - 15% of fare
Food delivery persons.....	No less than \$5

You should **never** tip police officers, physicians, government employees or university employees. It may be interpreted as a bribe, which is illegal. You **do not** tip bus drivers, theater ushers, museum guides, salespeople, employees at fast food restaurants or hotel clerks.

### **Location:**

Ocean City is located on the East Coast of Maryland, on the Delmarva Peninsula. Following is the distance from Ocean City to a few major metropolitan areas:

Baltimore, Maryland.....	135 miles, 2.5 hour drive
New York, NY.....	235 miles, 4.5 hour drive
Washington, DC.....	170 miles, 3.5 hour drive

## ALL FRIENDS HELPS YOUR SEASONAL STAFF MAKE THE MOST OF THEIR SUMMER IN THE UNITED STATES.

With All Friends you can be certain that your seasonal employees have safe and affordable housing, know the rules governing their exchange experience, and take advantage of opportunities to learn about the people and culture of the United States.

All Friends members receive:

- free Internet access
- SIM cards with U.S. cell phone numbers
- access to affordable trips that do not interfere with their primary work

placements

- organized trips to cultural events
- use of the All Friends Community Center for Youth
- 24/7 support in case of emergencies

We also make sure they understand how to stay in compliance with Department of State and Department of Homeland Security guidelines for their program.

Let us help YOU have a terrific Summer Work Travel season!

*All Friends*

All Friends Community Center for Youth  
203 S. Baltimore Ave. (443) 928-6826 info@allfriends.co

## Student Outreach Programs

### St. Mary Star of the Sea/Holy Savior International Student Outreach Program

Office number - 443-664-6519

Cell phone - 410-390-2288

ISOP assists students with any issues!



### Irish Outreach Center

12th St. & Baltimore Avenue

Ocean City, MD 21842

Mon - Sat 1 pm - 7 pm

443-523-6978 (*ask for Rick or Pat*)

### Offering Assistance with

Employment - Housing - Household Items Etc.



# Join our team!

McDonald's in:

- ◆ Ocean City on 123rd St.
- ◆ Ocean City on 32nd St.
- ◆ Berlin, MD
- ◆ Ocean Pines, MD
- ◆ Bethany Beach, DE

**FREE MEALS    FREE UNIFORMS    FLEXIBLE HOURS**  
**Pay starting at \$9/hr**

Apply in person or online at: [www.mylocalmclds.com](http://www.mylocalmclds.com)




**i'm lovin' it®**

## Police and Safety

If you are caught committing any crime, you will be arrested.

Your case would go to court and if you are found guilty, you could be fined and/or sentenced to days, weeks or even longer in jail.



- Shoplifting (taking items from a store without paying) is against the law, and you will be caught and arrested if you commit this crime.
- You **CAN** trust the police. They are public servants and their job is to maintain law and order and to assist citizens and visitors in any difficulty. **DO NOT HESITATE** to ask them for help.
- In the event of an emergency Dial 911
- **Non-Emergency number 410-723-6610**

## Ocean City Police Department

The Ocean City Police Department, as part of and empowered by the community, is committed to a safe and peaceful environment, rendering aid to those in need, and protecting the lives, property and rights of residents and visitors. We shall provide the highest degree of ethical behavior, professional conduct and quality police services.

We shall actively seek to identify community problems and their solutions, enhancing the quality of life in our community.

# Services and Information

Services and Information	Phone Number
<b>Local Police, Fire, Ambulance</b>	
<b>EMERGENCY ONLY- Police, Fire, Ambulance</b>	<b>911</b>
Ocean City Police (non-emergency)	410-723-6610
Ocean City Fire Department (non-emergency)	410-723-6616
Maryland State Police (non-emergency)	410-641-3101
Beach Patrol, Ocean City	410-289-7556
Poison Control Center	800-222-1222
Lost & Found (Police Department)	410-723-6611
Building Inspection Department – Housing Code Violations	410-289-8855
Questions concerning emergency evacuations	410-723-6646
<b>Health Care Services</b>	
10 <sup>th</sup> Street & Philadelphia Avenue – Urgent Care; Walk-ins	410-289-6241
75 <sup>th</sup> Street Medical Center – Urgent Care; Walk-ins	410-524-0075
126 <sup>th</sup> Street Medical Center – Urgent Care; Walk-ins	410-250-8000
Atlantic General Hospital, Berlin – Emergency Care	410-641-1100
*** See insert for additional locations	
<b>Post Offices</b>	
Post Office, 5 <sup>th</sup> Street & Philadelphia Avenue	410-289-7819
Post Office, 71 <sup>st</sup> Street & Coastal Highway	410-524-7611
<b>Transportation</b>	
Ocean City Municipal Bus Service	410-723-1607
Park & Ride Shuttle Services - West Ocean City	410-723-1606
Short Transit, Worcester County	443-260-2300
<b>Grocery Stores &amp; Pharmacies</b>	
Food Lion - On Route 611, West Ocean City	410-213-0166
Food Lion - 118 <sup>th</sup> Street & Coastal Highway	410-524-9039
Acme Markets - 95 <sup>th</sup> Street & Coastal Highway	410-723-7004
CVS Pharmacy - 12510 Ocean Gtwy, West Ocean City	410-213-1228
CVS Pharmacy – 16 <sup>th</sup> Street & Philadelphia Avenue	410-289-6512
CVS Pharmacy - 119 <sup>th</sup> Street & Coastal Hwy	410-524-7233
Rite-Aid Pharmacy 114 <sup>th</sup> Street & Coastal Hwy.	410-629-0536
Rite-Aid Pharmacy 12524 Ocean Gtwy, West Ocean City	410-213-0159
<b>General Information</b>	
Ocean City Library – 100 <sup>th</sup> Street & Coastal Hwy –Internet	410-524-1818
Ocean City Chamber of Commerce – 12320 Ocean Gtwy	410-213-0552
Ocean City Convention & Visitors Bureau – 40 <sup>th</sup> Street	410-289-8181

## SPONSOR CONTACT INFORMATION

### **Alliance Abroad Group, L.P.**

Zhanna Saparova  
Phone: 1-866-622-7623  
Email: zsaparova@allianceabroad.com  
Website: www.allianceabroad.com

### **American Exchange Organization (AmerEx)**

Courtney Krutoy  
Phone: 1-703-226-2400, ext. 304  
Email: Courtney.krutoy@amerex.org  
Website: www.amerex.org

### **American Work Experience**

Valerie Rimmer  
Phone: 203-661-9352  
Email: info@aweusa.com  
Website: www.aweusa.com

### **APEI – United Work & Travel, a Division of American Pool Enterprises, Inc**

Anne Marie Conestabile  
Phone: 443-664-6519  
Email: AnneMarie@unitedworkandtravel.com  
Website: www.unitedworkandtravel.com

### **ASSE International ASPIRE Worldwide**

Carrie Linch  
Phone: 410-524-0901  
Email: clinch@asse.com  
Website: www.aspirewww.com

### **Association for International Practical Training (AIPT)**

Daniel Strobel  
Phone: 1-410-997-2200, ext. 554  
Email: dstrobel@aipt.org  
Website: www.aipt.org

### **CIEE Work & Travel USA**

Sandi Wickenden  
Phone: 1-207-420-6678  
Email: swickenden@ciee.org  
Website: www.ciee.org

### **Camp Counselors USA/Work Experience USA (CCUSA)**

Tammy W. Sullivan  
Phone: 1-415-339-2740  
Email: Tammyw@ccusa.com  
Website: www.ccusa.com

### **CCI Greenheart**

Haldis Toppen  
Phone: 1-312-264-1683  
Email: htoppen@ccigreenheart.org  
Website: www.ccigreenheart.org

### **Center for International Career Development (CICD)**

Erica Hammer  
Phone: 206-957-7112  
Email: erica@cicdgo.com  
Website: www.cicdgo.com

### **Cultural Exchange Network (CENET)**

Caroline Eom  
Phone: 573-335-7111  
Email: caroline@culturalexchangenetwork.org  
Website: www.culturalexchangenetwork.org

### **Cultural Homestay International (CHI)**

Jennifer Campbell  
Phone: 1-609-948-4483  
Email: chijennifer@chinet.org  
Website: www.chinet.org

### **ERDT Work & Travel Program Educational Resource Development Trust**

Emily Reppun  
Phone: 1-310-450-4624  
Email: Emily@erdtworkandtravel.org  
Website: www.erdtworkandtravel.org

### **GeoVisions**

Amie Corliss  
Phone: 1-603-363-4187  
Email: acorliss@geovisions.org  
Website: www.geovisions.org

### **Global Education Concepts**

Dave Causer  
Phone: 1-615-391-2924  
Email: info@gecworkandtravel.com  
Website: www.globaledconcepts.com

### **InterExchange, Inc**

Clay Lewis  
Phone: 1-800-621-1202  
Email: clewis@interexchange.org  
Website: www.interexchange.org

### **International Exchange of North America (IENA)**

Scott Curry  
Phone: 1-347-560-1789  
Email: scott.curry@iena.org  
Website: www.iena.org

### **Intrax Work Travel**

Avery Rodriguez  
Phone: 1-888-224-0450  
Email: IWTSupport@intraxinc.com  
Website: www.intraxworktravel.com

### **Janus International Hospitality Student Exchange**

Katie Sukhomlynova  
Phone: 1-804-589-1924  
Email: Katie@janus-international.com  
Website: www.janus-international.com

### **Spirit Cultural Exchange**

Jessica Hines  
Phone: 1-800-390-0978, ext. 126  
Email: jhines@spiritexchange.com  
Website: www.spiritexchange.com

### **WISE Foundation**

Tim Pogue  
Phone: 1-770-579-0567  
Email: tim@wisefoundation.com  
Website: www.wisefoundation.com

**\*\* Be sure to check your DS2019 for your sponsor name**

**A Special Thank you to our  
Seasonal Workforce Committee**

Carrie Linch, *Chairperson*  
Madalaine Leszcz How, *Past Chairperson*  
Charlotte Montgomery, *Secretary*  
Melanie Pursel, *OC Chamber of Commerce / Treasurer*  
Lisa Layfield, *OC Chamber of Commerce*  
Liz Walk, *OC Hotel - Motel - Restaurant Assoc.*  
Lindsay O'Neil, *OC Police Dept.*  
Ward Kovacs , *OC Beach Patrol*

G. Brooks Trimper - Lynn Davis - Rick & Pat Fairbend - Jeff Mc Aurthur  
Kathy Murphy - Steve Pastusak - Frankie Knight

**Thank you to the following community organizations for your support**

OC Chamber of Commerce \* Worcester County Health Dept.  
Ocean City Beach Patrol \* Ocean City EMS  
Ocean City Police Department \* Atlantic General Hospital \* OCHMRA

*Thank you to the following sponsors who have generously donated to our committee*

**PLATINUM SPONSORS**



**ASSE International Inc. – ASPIRE Worldwide**

[www.aspireworldwide.org](http://www.aspireworldwide.org)



**CIEE - Council on International Educational Exchange**

[www.ciee.org](http://www.ciee.org)



**Intrax Work Travel**

[www.intraxinc.com](http://www.intraxinc.com)

**GOLD SPONSORS**



**InterExchange**

[www.interexchange.org](http://www.interexchange.org)



**Spirit Cultural Exchange**

[www.spiritexchange.com](http://www.spiritexchange.com)

**SILVER SPONSORS**

**APEI-United Work and Travel**

*a Division of American Pool Enterprises*

**CCI Greenheart**

**GeoVisions**

**Alliance Abroad Group**

**Center for International Career Development (CICD)**

**BRONZE SPONSORS**

**Cultural Homestay International (CHI)  
Educational Resource Development Trust (ERDT)**