



2015 Learn and Earn Summer Youth Employment Initiative FACT SHEET

What are the dates of the summer program? First day of employment is June 29, 2015, and the last day of employment is August 7, 2015. The Learn and Earn program will incorporate a three-tiered model which will allow for more appropriate youth placement and job/skills matching, while further enhancing their overall experience.

What are the pay rates? Tier One and Two youth are paid \$7.25 per hour and may work up to 25 hours per week, 5 hours a day, which includes a 30 minute unpaid lunch, Monday through Friday. Prior to worksite placement the youth will receive 12 hours of Work Readiness Training paid \$6.00/hr. Tier Three youth are paid \$8.50 per hour and may work up to 20 hours per week. Tier Three youth will also receive 24 hours of Work Readiness training paid \$8.50/hr prior to their worksite placement and throughout the 6 week placement. Internship starting and ending times will vary according to the work-site.

Who can apply? City of Pittsburgh and Allegheny County residents who will be at least 14, and no older than 21, as of June 29, 2015.

When to apply? Youth may apply Friday, April 10, 2015 through Thursday, April 30, 2015.

What kinds of jobs may be available? The internships will be concentrated in 14 career tracks based on the growing or trending occupations in the Pittsburgh area: Customer Service; Education; Community Development (Government and Non-profit); Health Care; Human Services; Information Technology; Insurance; Park Management; Public Works; Recreation; Public Safety; Labor/Trades; Financial/Banking; and Marketing. The daily worksite tasks will vary based upon the youth's selected career/occupation track and tier placement.

When and where can I turn in my application? All applications must be submitted in person to one of the following locations listed below from **April 10 to April 30, 2015. Hours: Mon – Fri, 10 am – 6 pm** and **Saturday, April 18 and April 25, 10:00 am – 1:00 pm.** (Any exceptions noted below) Applications must be submitted with the required documentation or the application will be determined ineligible. Applicants who are less than 18 years of age must have applications signed by a parent or legal guardian. **The Application deadline is 6:00 PM, Thursday, April 30, 2015.**

You may apply at one of the following Application Centers:

Goodwill of SWPA-Southside, Goodwill Building, 2400 East Carson Street, Pittsburgh, PA 15203, 412-632-1740

Eastside Neighborhood Employment Center, 5321 Penn Avenue, Pittsburgh, PA 15224, 412-362-8580

West End Works, 825 Lorenz Avenue, Pittsburgh, PA 15220, 412-533-2029

Northside Coalition for Fair Housing, 1821 Brighton Road, Pittsburgh, PA 15212, 412-321-5527

Housing Authority-City of Pittsburgh, Bedford Hope Center, 2305 Bedford Avenue, Pittsburgh, PA 15219, [412-395-3950](tel:4123953950)

Allegheny County DHS, 1 Smithfield Street, Pittsburgh, PA 15222, 412-350-5701 (no Saturdays)

Auberle, 1101 Hartman Street, McKeesport, PA 15132, 412-673-5800 (Sat. 11am-1pm)

Focus on Renewal, 701 Chartiers Avenue, McKees Rocks, PA 15136, 412-331-1685 ext. 261 (no Saturdays)

Goodwill Retail Operations Center, 294 Lincoln Highway, North Versailles, PA 15137, 412-281-6629

Hosanna House, 807 Wallace Avenue, Wilkinsburg, PA 15221, 412-243-7711

South Hills Interfaith Ministries, 5301 Park Avenue, Bethel Park, PA 15102, 412-854-9120 (no Saturdays)

YouthPlaces, Duquesne, 938 Chestnut Street, Duquesne, PA 15110, 412-918-6449 (no Saturdays)

YouthPlaces, Clairton, 1090 Marion Circle, Milvale Acres Community Bldg., Clairton, PA 15025, 412-260-2193 (no Saturdays)

YouthWorks/Goodwill, 401 Wood Street, Suite 1500, Pittsburgh, PA 15222, 412-281-6629

What is included in the Application Packet? The packet is 8 pages and includes: Fact Sheet (front and back), Instructions, Application (front and back), Income Guidelines, Application Checklist and Directions on how to obtain a Work Permit. The package may print out differently when obtained from a website.

What are the eligibility requirements? All applicants must meet age, income, U.S. Citizenship and residency requirements, and provide verification of various application items (see the Application Instructions and Application Checklist).

What are the determining Factors for Tier Placement?

Tier One:

- Applicants have little or no prior exposure to the world of work.
- Applicants will work in groups in a paid work experience
- Applicants will begin to build work readiness and soft skills necessary for the workplace
- Applicants will be exploring their post-secondary goals
- Applicants will be exploring various career tracks related to their interests

Tier Two:

- Applicants have limited experience in the world of work.
- Applicants may have participated in prior Summer Youth Employment programs
- Applicants have an idea of their career interest(s)
- Applicants have limited work readiness training
- Applicants will be evaluated as to their interests and skill levels to further develop their post-secondary education and career goals
- Applicants will exemplify the ability to comprehend basic work requirements, handle tasks under the direction of supervisors, capability to work on tasks solely with favorable outcomes or results.

Tier Three: Youth MUST submit a resume to be considered for this Tier

- Applicants will have identified their career goals, skills sets, and post-secondary education needs/goals.
- Applicants will also have shown exemplary capabilities in the work world
- Applicants will handle tasks and projects from start to finish solely and as team members
- Applicants will think creatively for efficient results in their career tracks of interest
- Applicants may be acting as mentors in financial literacy to their peers

Important: In the event there are more applications than available positions, all eligible completed applications may be selected at random to determine summer employment status. Selected applicants will be notified by phone or e-mail.

Download the Application by visiting

<http://pittsburghpa.gov/personnel/pittsburghpartnership> or www.TRWIB.org or www.alleghenycounty.us

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2015 Learn and Earn Summer Youth Employment Initiative

INSTRUCTIONS FOR COMPLETING APPLICATION

PLEASE READ THIS PAGE CAREFULLY AS INCOMPLETE APPLICATIONS MAY POSSIBLY DELAY THE REVIEW AND HIRING PROCESS.

USE THE APPLICATION AND DOCUMENTS CHECKLIST TO MAKE SURE YOU HAVE EVERYTHING YOU NEED TO APPLY.

Please remember that each question on the application **MUST** be completed and in black or blue ink. If a question does not pertain to you, please place N/A in the blank.

All applications **MUST** be submitted in person to one of the application centers with the required eligibility documentation. Please refer to attached Application Checklist.

Parents **MUST** sign and date the application if an applicant is under the age of 18.

SPECIAL NOTES

- Males 18 and older must be registered with the Selective Service. For registration and/or proof of registration, go to <http://www.sss.gov>
- Age, Family Income and Address must be verified with additional documentation (called third party verification). See the Checklist to determine what other paperwork will be required.
- Please include only family members and their relationship to the applicant who reside at the applicant's stated address. Family members consist of at least two or more persons related by blood, marriage or decree of court (husband, wife or guardian and dependent children). A dependent child is under the age of 19 at the end of the previous calendar year; or is a student under the age of 22.
- All information requested on the Application pertains to the youth applicant and not the parents or guardians, except for family income. Family income (total gross family income from the last 6 Months) is the total income for all family members.
- Work history only includes the Applicant's employment in the last 6 months. Employment dates should reflect month, date and year.
- Along with current education status, you must indicate last grade of completion.
- The **Work Permit is NOT REQUIRED for the application.** (Please read attached instructions for obtaining a work permit). For youth ages 14-17, a WORK PERMIT is required **ONLY if selected** for participation in the program.



**2015 LEARN AND EARN
SUMMER YOUTH EMPLOYMENT INITIATIVE
APPLICATION**

IMPORTANT: ALL APPLICATIONS MUST BE SUBMITTED IN PERSON TO ONE OF THE APPLICATION CENTERS WITH THE REQUIRED DOCUMENTATION OR YOUR APPLICATION MAY BE DETERMINED INELIGIBLE.

PLEASE FILL OUT BOTH SIDES USE PEN ONLY (no Pencil)

For **last year's** Pittsburgh Summer Youth Employment Program, did you Apply Work Neither
If **yes**, please identify with: City of Pittsburgh PSYEP Allegheny Co. 3RWIB - WorkReady Program

Work Preferences (Preferences are NOT guaranteed. PLEASE CIRCLE BASED ON YOUR CAREER GOALS AND INTERESTS)

Education Health Care Human Services Information Technology Science Recreation & Sports
Public Safety Construction & Building Trades Business Financial/Banking Marketing Science
Arts Engineering Legal and Law

**SECTION 1: APPLICANT'S IDENTIFICATION
PRINT NEATLY, USE BLUE OR BLACK INK**

Make sure all contact information is accurate. It is the only way you will be notified about a job.

First Name: _____ MI: _____

Last Name: _____ SSN: _____ - _____ - _____

Birth Date: ____/____/____ Age Today: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Residency: City of Pittsburgh Allegheny County

Primary Phone: _____ Alternative Phone: _____

E-Mail Address: _____

SECTION 2: HOUSEHOLD COMPOSITION (Add additional sheet if necessary)

Family Members Names	Relationship to Applicant
<i>Applicant</i>	<i>Self</i>

Number in Family: _____ **Total Gross Family Income – last 6 months: \$** _____

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SECTION 3: CITIZENSHIP/LEGAL TO WORK/SELECTIVE SERVICE

The government requires we collect the following information:

Are you a U.S. Citizen? Yes No
 If not a citizen, are you legal to work in the U.S.? Yes No
 If male, 18 or older, are you registered with the selective service? Yes No
 Are you a Veteran? Yes No

SECTION 4: LOW INCOME INDIVIDUAL (APPLICANT)

Have you or has anyone in your family received TANF (Public Assistance) in the past 6 months? Yes No
 If Yes, monthly grant amount: _____
 Have you or has anyone in your family received Food Stamps in the past 6 months? Yes No
 Do you live in a foster home, group home, or foster placement? Yes No

SECTION 5: APPLICANT'S WORK HISTORY FOR THE LAST 12 MONTHS (Summer, Seasonal, Yearly)

EMPLOYER or SELF EMPLOYMENT (i.e. mowing lawns, babysitting)	TYPE OF JOB or POSTION HELD	CHECK IF SUMMER INTERNSHIP	HOURLY WAGE	WEEKLY HOURS	HIRE DATE (MM/DD/YY)	END DATE (MM/DD/YY)

Add additional sheets if necessary

Are you currently employed? Yes No Optional: Did you attach a resume? Yes No

SECTION 6: APPLICANT'S CHARACTERISTICS

Gender: Male Female **Do you speak English?:** Yes No Limited
Race: (Check One): African American White American Indian Asian Multi-racial
Ethnicity: (Check One): Hispanic/Latino Non-Hispanic/Latino
Marital Status: Single Married

SECTION 7: APPLICANT'S EDUCATION STATUS

(Check All That Apply) Student High School Grad GED H.S. Drop Out
 Post High School Highest grade completed (1-12 high school or 13-16 after high school) _____
 Name of Current School: _____ Could you benefit by recovering school credits this summer?
 What are your plans after the summer? Complete High School Go to College or other training
 If College or other Training, do you plan to attend Immediately following High School Delayed Start & Work First
 For what future occupations do you want to prepare or what areas do you plan to study? _____

SECTION 8: APPLICATION CERTIFICATION

I certify that the information provided is true to the best of my knowledge. I am also aware that the information I have provided is subject to review and verification, (including wage records and unemployment compensation), and that I may have to provide additional documents to support this application. I am also aware that I am subject to immediate termination if, after being selected for employment, I am found ineligible, as a result of falsified or incorrect documents, and may be prosecuted for fraud and/or perjury. I understand that I may be required to repay any wages or stipends earned as a result of program employment and participation based upon the submission of falsified or incorrect documents. Furthermore, by signing this application, I agree that information contained in this application may be shared with appropriate government or service agencies for the purposes of information verification or statistical tracking, on a strictly confidential basis.

Applicant Signature

Date

Parent or Guardian Signature (if under 18)

Date

Application Center Certifier Signature

Date



**2015
LEARN AND EARN
SUMMER EMPLOYMENT INITIATIVE
INCOME GUIDELINES**

YOUTH AGES 14 - 21

Family Size	Maximum Allowable Family Household Income for last Six Months	Maximum Allowable Family Household Income for One year
1	\$19,475	\$38,950
2	\$22,500	\$44,500
3	\$25,025	\$50,050
4	\$27,800	\$55,600
5	\$30,025	\$60,050
6	\$32,250	\$64,500
7	\$34,475	\$68,950
8	\$36,700	\$73,400

For more than eight persons **add \$4,450 to the yearly income** for each additional person in the household, and \$2,225 to the six month income.

* Eligibility is determined by verifying income from the last six months. Yearly income is calculated by doubling the figures from the last six months. Income levels for eligibility have been established by the U. S. Department of Housing and Urban Development (HUD)



**2015 Learn and Earn
Summer Youth Employment Program
APPLICATION and DOCUMENTS CHECKLIST**

An Applicant (Youth ages 14-21) has an eligible application if he or she provides all of the following documentation:

- Application**
All areas completed in blue or black ink.
- Proof of Age.** Applicants must verify their age.
(Birth Certificate **OR** Driver's License/State Issued ID **OR**
Alien Registration Card **OR** Valid U.S. Passport **OR** valid Baptismal Certificate).
- Proof of Social Security.** Applicants must verify their Social Security number.
(Social Security Card **OR** Signed printout from Social Security Office).
- Proof of Citizenship/Alien Status.** Applicants must verify their Citizenship.
(Valid U.S. Birth Certificate **OR** U.S. Passport **OR** Alien Registration Card **OR**
Certificate of Naturalization).
- Proof of Address.** Applicants must verify their address.
(Home Utility Bill **OR** Current Lease **OR** Postmarked mail with Applicant's name and City
address **OR** Report Card or Official School Document **OR** Department of Public Welfare
Printout **(Address verification must be dated within the last 6 months)**. A
Pennsylvania Drivers License may be used to verify address only if **issued in the last
6 months**). **Note:** Utility bills used to verify address must contain the name of a
person who is listed as a direct family member or guardian on the application.
- Proof of Income (Check with Parents or Guardians). Applicants must verify
their family's income within the last six months**
(Most recent pay stubs of parent or guardian or head of household with date and year-
to-date amounts **OR** Public Assistance Printout or Public Assistance Notification **OR**
Food Stamp print-out **OR** Social Security Letter SSI Letter of Notification of benefits)
OR Unemployment compensation information **OR** Unemployment compensation
determination letter **OR** Statement from a foster placement agency, if placed as a
foster child **OR** letter from social service agency or other institution describing the
applicant's living arrangements and income **OR** statement of income or income
eligibility determination from a public or government agency.
- Optional Resume:** Please attach a resume, if available, or a sheet of paper
explaining your past employment or work experience.

In addition to all required documentation, Males 18 and older must be:

- Registered with Selective Service
- Printout from Selective Service website (www.sss.gov)



2015 Learn and Earn Summer Youth Employment Initiative

Excerpts from the Pittsburgh Public School's Website on Work Permits (*NOT REQUIRED FOR APPLICATION – ONLY REQUIRED IF HIRED*)

Under the new Child Labor Law effective January 22, 2013, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parent or legal guardian sign an application for a work permit.

Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.

Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. Students are no longer required to be accompanied by a parent or guardian. Students must bring proof of age such as a birth certificate, passport, baptismal certificate, driver's license or state id. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the Commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.

Bring [Application for Work Permit PDE-4565](#) to:

Pittsburgh Board of Education - Room 11
341 S. Bellefield Avenue
Pittsburgh, PA 15213

(All visitors must enter on the Bellefield Avenue side of the building)

Times: Before the end of the school year: Monday, Wednesday and Friday, 8:00 a.m. to 4:00 p.m.

After the end of the school year: Monday through Friday, 8:00 a.m. to 4:00 p.m.

For additional information and to download the Work Permit application, call (412) 622-3757 or 412-622-3952 or go to: <http://www.pps.k12.pa.us/Page/635>

Allegheny County Residents, outside the City of Pittsburgh: Contact your school or your school district for information on how and where to obtain a Work Permit.

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