



2015 LEARN & EARN SUMMER YOUTH EMPLOYMENT PROGRAM

PARTICIPANT FOLDER CHECK-OFF LIST

An individual folder must be kept and maintained on each youth participating in your program. Our staff will be visiting your site and reviewing your folders. Each folder should be divided into two sections, which should contain, at a minimum, the following items:

SECTION 1 – ELIGIBILITY

- A copy of the complete Learn & Earn Application issued by of the City of Pittsburgh and the Pittsburgh Partnership
- A copy of the W4 & I-9
- EEO/Grievance Form
- Work Permit (ages 14 – 17 inclusive)
- A copy of Photo Release – original to be sent to City of Pittsburgh Learn & Earn office

SECTION 2 – PROGRAM ACTIVITY

- Time Sheets – must be completed in ink
- Youth Progress Reports – mid and end of program - Copy of form sent to City of Pittsburgh Learn & Earn office