



2013 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM FACT SHEET

What are the dates of the summer program?

First day of employment is July 1, 2013, and the last day of employment is August 9, 2013. Youth are paid \$7.25 per hour and may work up to 30 hours per week, 6 hours a day, which includes a 30 minute unpaid lunch, Monday through Friday. Starting and ending times will vary according to the work-site.

Who can apply?

City of Pittsburgh residents who will be at least 14, and no older than 21, as of July 1, 2013.

When to apply?

Youth may apply Wednesday, May 1, 2013 through Monday, May 13, 2013.

What kinds of jobs may be available?

There are outdoor jobs which may include restoration and improvement of City parks, public property and vacant lots. There are also internships which may include general office work in a variety of businesses and organizations.

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 **May 1 to May 13, 2013. Hours: Mon – Fri, 10 am – 6 pm** and **Saturday, May 4 and May 11, 10:00 am – 1:00 pm**. Applications must be submitted with the required documentation or the application will be determined ineligible. Assistance will be available if needed. Applicants who are less than 18 years of age must have applications signed by a parent or legal guardian.

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

What is included in the Application Packet?

The packet is 6 pages and includes: Fact Sheet, 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 the 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).

Why is it important to answer all the questions?

The Government requires that we collect this information as positions will be filled based on income eligibility, age and City residency requirements.

Important: All eligible completed applications will be entered in a random drawing to determine summer employment status. Selected applicants will be notified by phone or e-mail.

Applicants can visit our website for more information and to download the application at:
<http://pittsburghpa.gov/personnel/pittsburghpartnership> and www.pittsburghpa.gov.

Follow us on Twitter at: <http://twitter.com/pghSYEP> 



2013 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM 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 under the age of 21; and must be a student.
- 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.

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 or foster placement? Yes No

SECTION 5: APPLICANT'S WORK HISTORY FOR THE LAST 6 MONTHS

EMPLOYER	HOURLY WAGE	WEEKLY HOURS	HIRE DATE (MM/DD/YY)	END DATE (MM/DD/YY)

Are you currently employed? Yes No

SECTION 6: APPLICANT'S CHARACTERISTICS

Gender: Male Female **Do you speak English?:** Yes No Limited

Race: (Check One): Black 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: _____

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

Rev 03/2013
JB

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<http://pittsburghpa.gov/personnel/pittsburghpartnership>



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).
- 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. Passport **OR** U.S. Birth Certificate **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 60 days**).
- Proof of Income (Check with Parents).**
(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** SSI Letter of Notification of benefits **OR** Unemployment compensation information **OR** Unemployment compensation determination letter **OR** letter from social service agency or other institution describing the applicant's living arrangements and income).

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

- Registered with Selective Service **(MALES 18 and older)**
- Printout from Selective Service website (www.sss.gov)



2013 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM INCOME GUIDELINES

YOUTH AGES 14 - 21

Family Size	Maximum Allowable Family Household Income *
1	\$36,500
2	\$41,700
3	\$46,900
4	\$52,100
5	\$56,300
6	\$60,450
7	\$64,650
8	\$68,800

For more than six persons **add \$4,150** for each person in the household

* Income levels for eligibility have been established by the U. S. Department of Housing and Urban Development (HUD)



Excerpts from the Pittsburgh Public School's Website on Work Permits

(NOT REQUIRED FOR APPLICATION – ONLY REQUIRED IF SELECTED TO WORK)

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. In lieu of a signature by a parent or legal guardian, the applicant can sign a statement before a notary public attesting to the accuracy of facts in the application on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement must be attached to the application. This requirement does not apply if the applicant can show official proof of high school graduation.

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, an issuing officer can be a district superintendent or a supervising principal of a public school district. If a public school district does not have a superintendent or supervising principal, the secretary of the board of school directors may serve this function. The above officials can authorize, in writing, another individual to issue work permits.

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 side of the building)

(During school term) Mondays, Wednesdays, and Fridays 8:00 a.m. to 4:15 p.m.

During Summer Months - Monday through Friday 8:00 a.m. to 4:15 p.m. (applicants are advised to arrive by 3:50 p.m.)

For additional information call (412) 622-3757 or 622-3952 or go to:

<http://www.pps.k12.pa.us/Page/635>