

2016 Learn and Earn Summer Youth Employment Program FACT SHEET

What are the dates of the summer program? The first day of employment is June 27, 2016, and the last day of employment is August 5, 2016. In the week prior to the start of the summer employment (June 20 – June 24, 2016), it is expected that youth will be provided with orientation as well as work-readiness training.

What are the pay rates? Tiers 1 and 2 participants are paid \$7.25 per hour and may work 5 hours a day, including a 30-minute unpaid lunch, for a total of 25 hours a week, Monday through Friday. Prior to worksite placement, the youth will receive 12 hours of work-readiness training paid at \$6 per hour. Tier 3 youth are paid \$8.50 per hour and may work as many as 20 hours per week. Tier 3 youth also will receive 24 hours of work-readiness training paid at \$8.50 an hour prior to their worksite placement and throughout the 6-week program. Internship starting and ending times will vary according to the worksites.

Who can apply? City of Pittsburgh and Allegheny County residents who will be at least 14 years old, and no older than 21 years old, as of June 27, 2016.

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/Legal; and Marketing.

When and where can I apply? This year, Learn and Earn offers an online application process. Youth applicants can sign up with an email address, complete, and submit their application at the link provided: www.jobs4summer.org. Applicants can complete the online application using a computer, tablet, or smartphone and can securely upload required eligibility documents to their application profile.

Applicants requiring additional assistance in completing the online application can go to any of the following locations listed below from **April 19 through May 9, 2016**. Applications must be submitted with the required documentation or the application will be disqualified. Applicants who are younger than 18 years of age must submit a parent consent form signed by a parent or legal guardian. The template can be found in the online application from.

The Application deadline is 11:00 PM EST, May 9, 2016.

Youth may receive access to computers as well as assistance with the completion of the application at one of the following Application Support Sites:

Organization	Locations	Phone Number	Days Open
<i>Goodwill of SWPA Southside</i>	Goodwill Building - 2400 Carson Street, Pittsburgh Pa, 15203	412-632-1740	Monday- Friday 10am-6pm Saturday April 30th and May 7th from 10am-1pm
<i>Goodwill of SWPA</i>	294 Lincoln Highway, North Versailles, Pa 15137	412-632-1740	Tuesday, Thursday, Friday 12pm-6pm Saturday April 30th and May 7th from 10am-1pm
<i>OPDC School 2 Career</i>	294 Semple Street, Pittsburgh Pa, 15213	412-682-1144	Monday – Friday: 9:00 AM – 6:00 PM Wednesday – 9:00 AM – 7:45 PM Saturday May 7, 2016 – 12n – 4 pm
<i>Phase 4 Learning Center, Inc.</i>	Brentwood Towne Square – 121 Towne Sq. Way, Pittsburgh Pa, 15227	724-462-1241	Monday, Tuesday, Thursday, Friday: 9:00 AM—6:00 PM: Wednesday: 9:00 AM—8:00 PM: Saturday: 10:00 AM—2:00 PM:
<i>Phase 4 Learning, Inc.</i>	Medical Center West – 211 North Whitfield St. Suite 110, Pittsburgh Pa 15205	724-462-1241	Monday, Tuesday, Thursday, Friday: 9:00 AM—6:00 PM: Wednesday: 9:00 AM—8:00 PM Saturday: 10:00 AM—2:00 PM
<i>Kanmas Educational support Center, Inc.</i>	5100 Penn Avenue, Pittsburgh Pa, 15224	724-493-9371	Mondays & Thursdays: 12:00 PM – 7:00 PM Saturday: 10:00 AM – 2:00 PM
<i>412 Youth Zone</i>	1 Smithfield St. Pittsburgh PA 15222	412-350-7153	Monday – Friday 8:30AM – 4:30PM
<i>Auberle</i>	1101 Hartman St. Mckeesport Pa, 15132	412-673-5856	Monday – Thursday: 7:00AM-8:00PM Friday: 7:00AM-5:00PM Saturday: 11:00AM-3:00Pm

<i>Eastside Neighborhood Employment Center</i>	5321 Penn Ave, Pittsburgh, PA 15224	412-362-8580	Monday – Friday: 2:00 PM – 8:00 PM All Saturdays: 12:00 PM – 6:00 PM
<i>Housing Authority City of Pittsburgh, Bedford Hope Center</i>	Bedford Hope Center, 2305 Bedford Avenue, Pittsburgh, PA 15219	412-395-3950	Monday – Thursday: 10:00 AM -6:00 PM; Fridays 10:00 AM-5:00 PM & last Saturday (May 7): 10:00 AM – 2:00 PM
<i>Neighborhood Learning Alliance (West End Works)</i>	825 Lorenz Avenue, Pittsburgh, PA 15220	412-533-2029	Monday – Friday 11am – 7pm Saturday (April 30) & (May 7) 10am – 1pm
<i>ResCare Workforce Service (RWS)</i>	332 Fifth Avenue 5 Fl, Pittsburgh Pa, 15222	412-575-5877	Monday & Friday – 9am – 5pm Tuesday, Wednesday, Thursday: 10am – 6pm Saturday (April 30) – 10am – 3pm
<i>Youth Places</i>	711 West Commons, Pittsburgh Pa, 15212	412-434-0851	April 20th: 11am-7pm April 22nd: 10am-3pm April 26th: 10am-6pm April 28th: 10am-6pm May 2nd: 12pm-8pm May 4th: 12pm-8pm May 6th: 10am-3pm

What are the eligibility requirements? All applicants must meet age, income, U.S. citizenship, and residency requirements, and provide verification of various application items.

For youth ages 14-17, a WORKPERMIT is required **ONLY if selected** for participation in the program. The **Work Permit is NOT REQUIRED for the application**. (Please read attached instructions for obtaining a work permit).

What are the determining factors for Tier Placement?

The program is structured in a three-tiered model which will allow for more appropriate youth placement and job/skills matching, while further enhancing their overall experience. The daily worksite tasks will vary based upon the youth’s selected career/occupation track and tier placement.

Tier 1:

- Applicants have little or no 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

prior

Tier 2:

- 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 3:

Youth will be required to submit a resume after being accepted to the program

- 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

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. Applicants can check their application status in their online profile. Selected applicants will also be notified by email.

For more information and to start your application visit:

www.jobs4summer.org

Questions?

Please call the Learn and Earn Team at (412)-932-2950

2016 Learn and Earn
SUMMER YOUTH EMPLOYMENT PROGRAM
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)

2016 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 will be online and all documentation is required for submission.

- ✓ **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 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** Social Security Letter (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) **OR** statement of income or income eligibility determination from a public or government agency.

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)

WORK PERMIT for youth ages

14-17

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>

Learn and Earn Summer Youth Employment Program 2016

Parental consent for youth under the age of 18

Participation in the Learn and Earn Summer Youth Employment Program 2016

I, the undersigned Mr. /Ms. _____ (Name) as the parent or legal guardian of _____ (Full Name of Applicant) do hereby authorize the submission of a complete online application (including required eligibility documents) to the Learn and Earn Summer Youth Employment Program 2016 and participation in the program.

Full Name (print): _____ Date: _____

Signature: _____

This parental consent form must be printed, completed and signed by a parent or legal guardian of any applicant under the age of 18

The document must be attached to the application prior to submission