

# Learn & Earn

## Summer Youth Employment Program



**Application Dates: March 19—May 4, 2018** [www.jobs4summer.org](http://www.jobs4summer.org)

**Work Experience Dates: June 25—August 3, 2018**

**Orientation begins the week of June 18, 2018**

### What is Learn & Earn?

Learn & Earn is a six-week summer employment program for teens and young adults ages 14-21 in the Pittsburgh region. Participants have the opportunity to earn money, gain valuable work experience, and develop soft skills to help them become college and career ready. Young Adults between 18-21 are invited to apply for the Corporate Internship Program. Learn & Earn is made possible through a partnership between Allegheny County, the City of Pittsburgh, and Partner4Work with support from local foundations.

### What are the dates of Learn & Earn?

Young people who are selected will work from June 25, 2018, through August 3, 2018. Orientation begins the week of June 18.

### Who can apply?

The application is open to Allegheny County and/or City of Pittsburgh residents who meet program income requirements (see p. 4) and who will be at least 14, and no older than 21 years old, as of June 18, 2018.

### How much can I earn?

Pay rates vary according to the type of job offered. Most youth will earn \$7.25/hr. Youth who are selected for the competitive Corporate Internship Program (ages 18-21) will earn \$9.25/hr.

### How many hours can I work?

Youth can work as many as 25 hours per week, Monday through Friday, for a maximum of 150 hours during the summer program. Corporate Intern youth can work as many as 20 hours per week and 120 hours during the summer program.

### What kinds of jobs are available?

Too many to list! Past participants have planted urban gardens, created websites and business plans, conducted research, helped run businesses, and much more. In 2017 more than 350 businesses and non-profits hosted youth workers in fields like Education, Health Care, and Technology, Trades and Community Development.

### What do I need to apply?

Applicants will need some basic information to verify age, address, household income, and identity. A complete list of required documents is on page 3 of this packet.

### Where can I apply?

The online application can be found at [www.jobs4summer.org](http://www.jobs4summer.org). Access computers and get individual assistance in completing your application at Application Support Centers, located throughout the county. See the next page for a complete list of Application Support Centers.

Learn & Earn is made possible through a partnership between:



# Learn & Earn Application Support Centers

Not sure if you qualify?  
Need help applying online?

Stop in any of our support sites during drop-in hours and get access to computers, scanners & trained staff who can help.



<p><b>1) Carnegie Library- Hazelwood</b> 5006 Second Ave Pittsburgh, 15207</p> <p>Mon, Fri, Sat: 10am-5pm Tues, Wed, Thur - 10am-8pm</p>	<p><b>2) Pittsburgh Learning Commons</b> 1256 Franklin Ave, Wilkinsburg, 15221</p> <p>Wed: 11am-8pm Thur: 6pm-8pm Fri: 8am-5pm Sat: 11am-4pm</p>	<p><b>3) Carnegie Library – Homewood</b> 7101 Hamilton Ave. Pittsburgh, 15208</p> <p>Mon, Fri, Sat: 10am-5pm Tues, Wed, Thur - 10am-8pm</p>	<p><b>4) Carnegie Library – East Liberty</b> 130 S. Whitfield Street Pittsburgh, 15206</p> <p>Mon-Thur: 10am-8pm Fri - Sat: 10am - 5pm</p>	<p><b>5) Youth Enrichment Services</b> 6031 Broad Street Pittsburgh, 15206 Mon, Tues, Fri: 9am - 6pm March 14 &amp; 28, April 11 &amp; May 2: 5pm - 8pm April 14 &amp; 28 - 10am - 2pm</p>
<p><b>6) Phase 4 East Liberty</b> 211 North Whitfield Suite 110, Pittsburgh, 15206 Mon - Thur: 9am-6pm April 14 &amp; May 5: 10am-2pm March 28, April 18, May 9: 6pm-8pm</p>	<p><b>7) Bloomfield Garfield Corporation</b> 5321 Penn Ave, Pittsburgh, 15224</p> <p>Mon-Thurs: 9am-8pm Fri: 9am-5pm Sat: 10am-5pm</p>	<p><b>8) PCSI</b> 249 N. Craig St, Pittsburgh, 15213</p> <p>Mon - Fri: 9am – 6pm Tues &amp; Fri: 9am – 8pm Saturdays, April 28 &amp; May 5: 10am –3pm</p>	<p><b>9) Carnegie Library – Main</b> 4400 Forbes Ave Pittsburgh, 15213</p> <p>Mon - Thur: 10am-8pm Fri and Sat: 10am-5:30pm Sun: 12pm-5:00pm</p>	<p><b>10) Auberle 412 Youth Zone</b> 304 Wood Street Pittsburgh, 15222</p> <p>Mon - Thur: 7am-8pm Fri: 7am-5pm Sat: 11am-3pm Sun: 9am-3pm</p>
<p><b>11) Youth Places</b> 711 W. Common, Pittsburgh, 15212</p> <p>Tues, Wed, Thur: 9am-6pm Saturdays, March 24: 10am-2pm April 14: 10am-2pm</p>	<p><b>12) Carnegie Library - Allegheny</b> 1230 Federal Street Pittsburgh, 15212</p> <p>Mon-Thur: 10am-8pm Fri - Sat: 10am - 5pm Sun: 12pm-5pm</p>	<p><b>13) Carnegie Library – Woods Run</b> 1201 Woods Run Ave. Pittsburgh , 15212</p> <p>Mon, Fri, Sat: 10am-5pm Tues, Wed, Thur: 10am-8pm</p>	<p><b>14) FOR Sto Rox</b> 420 Chartiers Ave, McKees Rock, 15136</p> <p>Mon-Thur: 10am-6pm Sat: 9am-1pm</p>	<p><b>15) Carnegie Library- West End</b> 47 Wabash Street Pittsburgh, 15220</p> <p>Mon, Fri, Sat: 10am-5pm Tues, Wed, Thur: 10am-8pm</p>
<p><b>16) Goodwill</b> 2400 East Carson St, Pittsburgh, 15203</p> <p>Tues, Wed, Thur: 9am-8pm Sat, April 28 &amp; May 5: 10am - 2pm</p>	<p><b>17) Carnegie Library - Knoxville</b> 400 Brownsville Road Pittsburgh, 15210</p> <p>Mon, Tues, Wed: 10am-8pm Thur, Fri, Sat: 10am-5pm</p>	<p><b>18) Carnegie Library - Brookline</b> 708 Brookline Blvd Pittsburgh, 15226</p> <p>Mon-Thur: 10am-8pm Fri - Sat: 10am - 5pm</p>	<p><b>19) Phase 4 Pleasant Hill</b> 521 East Bruceton Pleasant Hills, 15236 Mon - Thur: 9am-6pm April 14 &amp; May 5: 10am-2pm March 28, April 18, May 9: 6pm-8pm</p>	<p><b>20) Auberle Main Campus</b> 1101 Hartman St. McKeesport, 15132</p> <p>Mon - Thur: 7am-8pm Fri: 7am-5pm Sat: 11am-3pm Sun: 9am-3pm</p>

\*There are additional Carnegie Library of Pittsburgh drop-in sites. Contact library directly to learn drop-in hours.

# Learn & Earn Required Eligibility Documents

Category	Please submit one document for each category:
<p><b>*Age</b> (Birthdate between August 4, 1996-June 18, 2004)</p>	<ul style="list-style-type: none"> <li>• <b>Youth's birth certificate (recommended)</b></li> <li>• OR Youth's driver's license or state ID</li> <li>• OR Youth's valid passport</li> <li>• OR Youth's alien registration or naturalization form</li> <li>• OR Youth's baptismal certificate signed by authorized individual</li> </ul>
<p><b>*Social Security Number (SSN)</b></p>	<ul style="list-style-type: none"> <li>• <b>Youth's social security card (recommended)</b></li> <li>• Approved federal document with youth's name and SSN listed (please give us a call to approve document)</li> </ul>
<p><b>*Citizenship Status</b></p>	<ul style="list-style-type: none"> <li>• <b>Youth's birth certificate (recommended)</b></li> <li>• OR Youth's passport</li> <li>• OR Youth's alien registration card</li> <li>• OR Youth's certificate of naturalization</li> <li>• OR SNAP printout with citizenship designation</li> </ul>
<p><b>*Address</b> <b>MUST BE DATED NO EARLIER THAN 09/19/17</b></p>	<ul style="list-style-type: none"> <li>• <b>Youth's report card or school record (recommended for youth under 18)</b></li> <li>• OR Youth or parent/guardian's home utility bill</li> <li>• OR Youth or parent/guardian's lease agreement</li> <li>• OR Postmarked mail with youth or parent/guardian's name and address on it</li> <li>• OR Youth or parent/guardian's public welfare printout</li> <li>• OR Youth's driver's license</li> <li>• OR A paystub or letter from youth or parent/guardian's employer</li> </ul>
<p><b>*Household Income</b></p> <p><b>Must submit income documentation for ALL members of the household</b></p> <p><b>MUST BE DATED NO EARLIER THAN 09/019/17</b></p>	<ul style="list-style-type: none"> <li>• <b>The most recent paystub or earning statement from adult members of the household (recommended)</b></li> <li>• OR Letter from employer verifying income</li> <li>• OR Notarized statements or affidavits signed by applicant that describe amount and source of income.</li> <li>• OR Public benefit award or benefit notification letters prepared and signed by authorizing agency</li> <li>• OR Public benefit award letters or computer printout from court or public agency</li> <li>• OR Most recent quarterly pension account statement</li> </ul> <p><b>If self-employed, please submit ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• IRS Form 1040/1040A showing amount earned and employment period</li> <li>• OR Notarized statement or affidavit signed by applicant showing amount earned and pay period</li> </ul> <p><b>If unemployed, please submit ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• Unemployment compensation benefit notification letter signed by authorizing agency</li> <li>• OR Copies of unemployment compensation checks or records from agency provided by applicant stating payment amounts and dates</li> </ul>
<p><b>Selective Service REQUIRED FOR MALES AGE 18+</b></p>	<ul style="list-style-type: none"> <li>• <b>Printout of selective service registration verification from website <a href="https://www.sss.gov/Registration/Register-Now/Registration-Form">https://www.sss.gov/Registration/Register-Now/Registration-Form</a></b></li> </ul>

**Questions/Concerns? We can help!**

**Call 412-932-2950 or email [summer@partner4work.org](mailto:summer@partner4work.org)**

# Learn & Earn 2018 Income Guidelines

Household Size (# members)	Maximum Gross Household Income for Last 6 Months	Maximum Gross Household Income for Last 12 Months
1	\$20,350	\$40,700
2	\$23,250	\$46,500
3	\$26,150	\$52,300
4	\$28,905	\$58,100
5	\$33,817	\$67,633
6	\$38,728	\$77,456
7	\$43,640	\$87,279
8	\$48,551	\$97,102

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.

Partner4Work sets Learn & Earn income eligibility using a combination of regulations. The 2017 eligibility has been set using TANF and 2017 CDBG income guidelines. **Please note:** these income guidelines may be changed based upon the 2018 CDBG eligibility regulations.

## Work Permit FAQ's

### Do I need a work permit?

**If you will be under 18 years old at any time during summer program, you will need a work permit to participate in Learn & Earn.** If you already have one, we encourage you to upload it when you apply. This will make it easier if you are selected for a job. However, your work permit is not a required application document.

### How do I get a work permit?

Contact your home school district for more information.

Pittsburgh Public School students: Fill out your [Application for Work Permit PDE-4565](#) and bring it to 341 S. Bellefield Avenue, Room 11, Pittsburgh, 15213. For hours and questions, call the PPS Work Permit Office at (412) 622-3757 or 412-622-3952 or go to <http://www.pps.k12.pa.us/Page/635>

**Questions/Concerns? We can help!**

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