

Learn & Earn

Summer Youth Employment Program



Application Dates: April 10—May 20, 2017 www.jobs4summer.org
Work Experience Dates: June 26—August 4, 2017

What is Learn & Earn?

Learn & Earn is a six-week summer job 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. 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 26, 2017, through August 4, 2017. Orientation begins the week of June 19.

Who can apply?

The application is open to Allegheny County and/or City of Pittsburgh residents who will be at least 14, and no older than 21 years old, as of June 19, 2017, and who meet program income requirements (see p. 4)

How much can I earn?

Pay rates vary according to the type of job offered. Most youth will earn \$7.25/hr, the federal minimum wage. Youth who are selected for the competitive Corporate Internship Program (age 17+) will earn \$8.50/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. Actual work hours may vary by job.

What kinds of jobs are available?

Too many to list! Past participants have planted urban gardens, organized summer camp activities, produced documentaries, conducted research, performed office work, and much more. More than 350 businesses and non-profits hosted youth workers in 2016 in fields like Education, Health Care, and Technology.

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. 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:



Find more summer opportunities!



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.

Evening and Saturday hours
available! Call your nearest
support center for more details.



<p>1) Carnegie Library of Pittsburgh - Woods Run 1201 Woods Run Ave. Pittsburgh, 15212 M: 10 AM—5 PM T-Th: 10 AM—8 PM F/Sat: 10 AM—5 PM 412-761-3730</p>	<p>2) Focus on Renewal 420 Chartiers Ave. McKees Rocks, 15136 M/W/Th: 12—7 PM 412-771-1222</p>	<p>3) Hope Community Connections Center (Neighborhood Learning Alliance) 1521 Crucible St. Pittsburgh, 15205 T-Th: 9 AM—6 PM 412-330-9924</p>	<p>4) Sheraden United Methodist Church (Neighborhood Learning Alliance) 2966 Chartiers Ave. Pittsburgh, 15204 M/W/F: 9 AM—6 PM T/Th: 9 AM—4:30 PM 412-499-0665</p>	<p>5) Youth Places 711 West Common Pittsburgh, 15212 T-Th: 9 AM—8 PM 412-434-0851</p>
<p>6) Carnegie Library of Pittsburgh - Allegheny 1230 Federal St. Pittsburgh, 15212 M-Th: 10 AM—8 PM F/Sat: 10 AM—5 PM 412-237-1890</p>	<p>7) Carnegie Library of Pittsburgh - Knoxville 400 Brownsville Rd. Pittsburgh, 15210 M-W: 10 AM—8 PM Th-Sat: 10 AM—5 PM 412-381-6543</p>	<p>8) Phase 4 Learning Center 121 Towne Square Way Pittsburgh 15227 M-F 7 AM—6 PM 412-942-0760 724-581-6968</p>	<p>9) Auberle 412 Youth Zone 304 Wood St. 6th Floor Pittsburgh, 15222 M-Th: 11 AM—7 PM F: 11 AM—5 PM Sat: 11 AM—3 PM 412-902-4068</p>	<p>10) Goodwill SWPA 2400 East Carson St. Pittsburgh, 15203 T/W/Th: 9 AM—8 PM F: 9 AM—6 PM 412-632-1740</p>
<p>11) Grayson Community Center (Center That Cares) 1852 Enoch St. Pittsburgh, 15219 M-W 10 AM—7PM 412-262-2737</p>	<p>12) OPDC School 2 Career 294 Semple St. Pittsburgh, 15213 M-W: 9 AM—6 PM 412-682-1144</p>	<p>13) Carnegie Library of Pittsburgh - Main (Oakland) 4400 Forbes Ave. Pittsburgh, 15213 M-Th: 10 AM—8 PM F/Sat: 10 AM—5:30 PM Sun: 12—5 PM 412-622-3114</p>	<p>14) Eastside Neighborhood Employment Center 5321 Penn Ave, Pittsburgh, 15224 M-F: 9 AM—8 PM Sat: 12—6 PM 412-441-9833</p>	<p>15) Carnegie Library of Pittsburgh - East Liberty 130 S. Whitfield St. Pittsburgh, 15206 M-Th: 10 AM—8 PM F/Sat: 10 AM—5 PM 412-363-8232</p>
<p>16) Phase 4 Learning Center 211 N. Whitfield St. Suite 110 Pittsburgh, PA 15206 M-F 7 AM—6 PM 412-361-6012 724-581-6968</p>	<p>17) Youth Enrichment Services 6031 Broad St., Ste. 202 Pittsburgh 15206 M/W/F: 9 AM—6 PM T/Th/F: 6—8 PM 412-661-7834</p>	<p>18) Braddock Carnegie Library 419 Library Str. Braddock, 15104 Th/F: 2—8 PM Sat: 9 AM—4 PM 412-351-5356</p>	<p>19) Auberle 1101 Hartman St. McKeesport, 15132 M-Th: 7 AM- 8 PM F: 7 AM—5 PM Sat: 11 AM—3 PM Sun: 9 AM—3 PM 412-673-5800</p>	<p>Don't live near an Application Support Center? Contact us! 412-932-2950 Email: summer@partner4work.org</p>

Learn & Earn Required Eligibility Documents

Category	Please submit one document for each category:
<p>*Age</p>	<ul style="list-style-type: none"> • Youth's birth certificate (recommended) • OR Youth's driver's license or state ID • OR Youth's valid passport • OR Youth's alien registration or naturalization form • OR Youth's baptismal certificate
<p>*Social Security Number (SSN)</p>	<ul style="list-style-type: none"> • Youth's social security card (recommended) • OR A signed printout from the social security office showing youth's SSN
<p>*Citizenship Status</p>	<ul style="list-style-type: none"> • Youth's birth certificate (recommended) • OR Youth's passport • OR Youth's alien registration card • OR Youth's certificate of naturalization
<p>*Address MUST BE DATED NO EARLIER THAN 10/10/16</p>	<ul style="list-style-type: none"> • Youth's report card or school record (recommended for youth under 18) • OR Youth or parent/guardian's home utility bill • OR Youth or parent/guardian's lease agreement • OR Postmarked mail with youth or parent/guardian's name and address on it • OR Youth or parent/guardian's public welfare printout • OR Youth's driver's license • OR A paystub or letter from youth or parent/guardian's employer
<p>*Household Income MUST BE DATED NO EARLIER THAN 10/10/16</p>	<ul style="list-style-type: none"> • Head of household's most recent paystub or earning statement (recommended) • OR Letter from employer verifying income • OR Notarized statements or affidavits signed by applicant that describe amount and source of income. • OR Public benefit award or benefit notification letters prepared and signed by authorizing agency • OR Public benefit award letters or computer printout from court or public agency • OR Copies of validated bank deposit slips, with identification by bank • OR Most recent quarterly pension account statement <p>If self-employed, please submit ONE of the following:</p> <ul style="list-style-type: none"> • IRS Form 1040/1040A showing amount earned and employment period • OR Notarized statement or affidavit signed by applicant showing amount earned and pay period <p>If unemployed, please submit ONE of the following:</p> <ul style="list-style-type: none"> • Unemployment compensation benefit notification letter signed by authorizing agency • OR Copies of unemployment compensation checks or records from agency provided by applicant stating payment amounts and dates
<p>Selective Service REQUIRED FOR MALES AGE 18+</p>	<ul style="list-style-type: none"> • Printout of selective service registration verification from website

Questions/Concerns? We can help!

Call 412-932-2950 or email summer@partner4work.org

Learn & Earn 2017 Income Guidelines

Household Size (# members)	Maximum Gross Household Income for Last 6 Months	Maximum Gross Household Income for Last 12 Months
1	\$19,950	\$39,900
2	\$22,800	\$45,600
3	\$25,650	\$51,300
4	\$28,905	\$57,810
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.

Partner 4 Work sets Learn & Earn income eligibility using a combination of regulations. The 2017 eligibility has been set using TANF and 2016 CDBG income guidelines. Please note these income guidelines may be changed based upon the 2017 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!

Call 412-932-2950 or email summer@partner4work.org