

Learn & Earn

Summer Youth Employment Program



Application Dates: March 16- May 29, 2020 Apply online at: jobs4summer.org

Work Experience Dates: June 29- August 7, 2020

Orientation begins the week of June 22, 2020

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 18-24 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.

How has COVID-19 affected Learn & Earn?

Out of an abundance of caution, Application Support Centers are closed until further notice. The Learn & Earn team is available to support you by phone or email as you complete your application from home. Please contact us at summer@partner4work.org or call (412) 932-2950.

How can I remain up to date on how COVID – 19 is affecting regularly scheduled Learn and Earn programming?

The situation with COVID-19 is rapidly evolving. We are working closely with our partners and monitoring developments. Please follow our Facebook Page for the most up-to-date program information:
<https://www.facebook.com/LearnAndEarnPittsburgh>

What are the dates of Learn & Earn?

The orientation week is June 22, 2020 through June 26, 2020. The work period runs for 6 weeks, June 29, 2020 to August 7, 2020.

Who can apply?

The application is open to Allegheny County and/or City of Pittsburgh residents who meet program income requirements (see p. 4). All youth working in the general Learn & Earn program must be between the ages of 14 and 21. Applicants who have a birthday before August 6, 1998 or after June 22, 2006 will not be eligible.

How much can I earn?

All eligible participants who accept a position for the summer will be paid at a rate of \$7.25 per hour. Youth who are selected for the competitive Corporate Internship Program (ages 18-24) can earn up to \$ 10.35 per hour.

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 young adults can work as many as 35 hours per week and 280 hours during the summer program

What kind 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. Learn & Earn Providers place participants with Worksites. At the Worksites, youth will work and explore a career track.

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 or scan the QR code below.

Learn & Earn is made possible through a partnership between:



ALLEGHENY COUNTY
ALWAYS INSPIRING



CITY OF
PITTSBURGH

PARTNER
WORK



Learn & Earn Application Support Centers

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Have questions about your application? We can help! Call 412-932-2950 or email summer@partner4work.org

Learn & Earn Required Eligibility Documents

Category

Please submit one document for each category:

Age

(Birth date must be between August 6th, 1998 - June 22, 2006)

- 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 signed by authorized individual

Social Security Number (SSN)

- Youth's social security card (recommended)
- Approved federal document with youth's name and SSN listed (please give us a call to approve document)

Citizenship Status

- Youth's birth certificate (recommended)
- OR Youth's passport
- OR Youth's alien registration card
- OR Youth's certificate of naturalization
- OR SNAP printout with citizenship designation

Address

(MUST BE DATED NO EARLIER than 6 months prior to application)

- 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

Household Income

(Must submit income documentation for ALL members of the household. Adults income MUST BE DATED NO EARLIER than 6 months prior to application. If applicable, youth income should be dated no earlier than one month prior to application.)

- The most recent paystub or earning statement from adult and youth members of the household (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 Most recent quarterly pension account statement
- If self-employed, please submit ONE of the following:**
- IRS Form 1040/1040A showing amount earned and employment period
 - OR Notarized statement or affidavit signed by applicant showing amount earned and pay period
- If unemployed, please submit ONE of the following:**
- 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

Selective Service

(Required for males age 18+)

Printout of selective service registration verification from website <https://www.sss.gov/Registration/Register-Now/Registration-Form>

Questions/ Concerns? We can help!

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

Learn & Earn 2020 Income Guidelines

| Household Size (# members) | Maximum Gross Household Income for Last 6 Months | Maximum Gross Household Income for Last 12 Months |
|-------------------------------|---|--|
| 1 | \$22,375 | \$44,750 |
| 2 | \$25,575 | \$51,150 |
| 3 | \$28,775 | \$57,550 |
| 4 | \$31,950 | \$63,900 |
| 5 | \$36,049 | \$72,089 |
| 6 | \$41,313 | \$82,626 |
| 7 | \$46,577 | \$93,154 |
| 8 | \$51,841 | \$103,682 |

For more than eight persons add \$10,528 to the yearly income for each additional person in the household, and \$5,291 to the six month income.

The City of Pittsburgh sets Learn & Earn income eligibility using a combination of regulations. The 2020 eligibility has been set using TANF and 2019 CDBG income guidelines

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) 529-3757 or (412) 529- 3952 or go to <https://www.pghschools.org/Page/635>

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