

# Learn & Earn

## Summer Youth Employment Program



**Application Dates: April 10—May 20, 2017** [www.jobs4summer.org](http://www.jobs4summer.org)

**Work Experience Dates: June 26—August 4, 2017**

### What is Learn & Earn?

Learn and 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 and 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 year old, as of June 19, 2017 and who meet program income requirements.

### 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 business 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 included in this packet.

### Where can I apply?

The online application can be found at [www.jobs4summer.org](http://www.jobs4summer.org). Application Support Centers will be available throughout the community where you can gain access to computers and knowledgeable staff who can help you with your application. A complete list of Application Support Centers will be available soon!

Learn & Earn is made possible through a partnership between:



Find more summer opportunities!



# Learn & Earn Required Eligibility Documents

Category	Please submit one document for each category:
<p><b>*Age</b></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</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>• OR A signed printout from the social security office showing youth's SSN</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> </ul>
<p><b>*Address</b> <b>MUST BE DATED NO EARLIER THAN 10/10/16</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> <b>MUST BE DATED NO EARLIER THAN 10/10/16</b></p>	<ul style="list-style-type: none"> <li>• <b>Head of household's most recent paystub or earning statement (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 Copies of validated bank deposit slips, with identification by bank</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</b></li> </ul>

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

**Call 412-392-2950 or email [summer@partner4work.org](mailto:summer@partner4work.org)**