

Learn & Earn

Summer Youth Employment Program



2022

Learn & Earn

Information Packet

APPLICATION PERIOD:
March 14 - June 3

ORIENTATION WEEK:
June 21 - June 24

WORK EXPERIENCE:
June 27 - August 5

APPLY TODAY!
jobs4summer.org

Review this packet to learn more about Learn & Earn, application support centers, required documents, and more!

Learn & Earn is made possible through a partnership between:



Learn & Earn

Frequently Asked Questions

Q: What is Learn & Earn?

A: Learn & Earn is a six-week summer employment program for Allegheny County residents ages 14-21. Participants have the opportunity to earn money, gain work experience, and develop soft skills to help become college and career ready. Young adults between 18-24 are invited to apply for the Corporate Internship Program.

Q: Who can apply?

A: The application is open to Allegheny County and/or City of Pittsburgh residents who meet program income requirements (see p. 3). All youth working in the general Learn & Earn program must be between the ages of 14 and 21 on June 20, 2022.

Q: How many hours can I work?

A: 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 program.

Q: What information do I need to apply?

A: Applicants will need some basic information to verify age, address, household income, and identity. A complete list of required documents is on page 4 of this packet.

Q: What are the dates of Learn & Earn?

A: The orientation week is June 21, 2022 through June 24, 2022. The work period runs for 6 weeks, June 27, 2022 to August 5, 2022.

Q: How much can I earn?

A: All eligible participants who accept a position for the summer will be paid at a rate of \$9.00 per hour. Youth who are selected for the competitive Corporate Internship Program (ages 18-24) can earn up to \$12.00 per hour.

Q: What kind of jobs are available?

A: 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!

Q: Where can I apply?

A: The online application can be found at www.jobs4summer.org. Page 3 of this packet lists Application Support Centers located throughout Allegheny County to assist you in the completion of your application. If you need additional assistance, please call 412-932-2950 or email summer@partner4work.org.

How To Get Hired for Learn & Earn

Meet All Eligibility Criteria:

- Income
- Age
- Residency

Complete Online Application and Attach All Required Proof Documents

Obtain a Work Permit (if under 18) Before June 1

Complete Orientation with a Provider to be Officially Hired

Learn & Earn 2022 Income Guidelines

Household Size (# members)	Maximum Gross Household Income for Last 6 Months	Maximum Gross Household Income for Last 12 Months
1	\$23,750	\$47,500
2	\$27,150	\$54,300
3	\$30,550	\$61,100
4	\$33,925	\$67,850
5	\$38,152	\$76,304
6	\$43,698	\$87,396
7	\$49,244	\$98,488
8	\$55,790	\$109,580

For more than eight persons add \$11,092 to the yearly income for each additional person in the household, and \$5,546 to the six month income.

The City of Pittsburgh sets Learn & Earn income eligibility using a combination of regulations. The 2022 eligibility has been set using TANF and 2021 CDBG income guidelines.

Questions or Concerns? We can help!
Call 412-932-2950 or email summer@partner4work.org

Learn & Earn Required Eligibility Documents

Category

Please submit 1 document for each category

Age

(Birth date must be between August 5th, 2000 - June 21, 2008)

Youth's birth certificate (recommended)

- OR Youth's driver's license or state ID
- OR Youth's valid passport
- OR Youth's employment authorization document
- 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 date of 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 date of application. If applicable, youth income should be dated no earlier than one month prior to application.) W-2 CANNOT BE USED AS PROOF OF HOUSEHOLD INCOME.

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 or Concerns? We can help!
Call 412-932-2950 or email summer@partner4work.org

Work Permit Directory

Allegheny Valley School District

- A parent needs to accompany the student. If a parent can't come, then the office will send home necessary paperwork. The student must be present to sign the application in front of Patricia Cole of the main office.
- Documents required: birth certificate
- Contact: Patricia Cole 724-274-8100 | 501 Butler Road, Springdale, PA 15144

Baldwin-Whitehall School District

- Students should go to the security station in the front of the school building with a parent/guardian.
- Students should fill out/ sign the application onsite (between 7:00 - 3:00).
- Documents required: birth certificate/green card
- Contact: Caroline Babik cbabik@bwschools.net
- 4653 Clairton Boulevard, Pittsburgh, PA 15236

Clairton City School District

- The application is available online. Students should print out the application, fill it out, and have a parent/guardian sign it. Along with a copy the required documents (listed below), students should take the application into the school and drop off with security guard.
- Documents needed: Parent/guardian's ID, student's birth certificate, application
- Contact: Pam Totorice tortoricep@ccsdbears.org | 501 Waddell Avenue, Clairton, PA 15205

East Allegheny School District

- The application can be filled out online, then printed out and mailed with required documents (listed below). Following that, the work permit will be mailed back to the student.
- Documents needed: Application, birth certificate copy, social security card, parent driver's license
- Contact: Susan Litzinger at 412-824-9700 x 1500
- Mail to: East Allegheny High School, 1150 Jacks Run Road, North Versailles, PA 15137

Gateway School District

- Applications are in the main office at Gateway High School and can be picked up anytime M-F from 7:00-3:00.
- Once the applicant fills out the form, they must submit the application with required documents (listed below).
- Documents required: Certified copy of birth certificate, passport or baptismal certificate
- Contact: Christine Guinta cgiunta@gatewayk12.org
- 3000 Gateway Campus Boulevard, Monroeville, PA 15146

McKeesport School District

- Applications are available in the main office or online. Students can either print a copy and return it with a parent signature, or bring a parent to sign in-person.
- Documents needed: If enrolled at the middle/high school, application only. If not, birth certificate, proof of residency.
- Contact: 412-664-3650
- 1960 Eden Park Boulevard, McKeesport, PA 15132

Northgate School District

- Students should come in with a parent/guardian to fill out the application with a copy of their birth certificate.
- Students are to complete the application in the main office where the work permit will be immediately issued.
- Office hours are from 7:00 a.m. - 3:30 p.m. | Documents needed: Copy of birth certificate
- Contact: Eileen Shamonsky eshamonsky@northgatesd.net School: 412-732-3300 ext. 1000
- 598 Union Avenue, Pittsburgh, PA 15202

Questions/ Concerns? We can help!
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Work Permit Directory

Penn Hills School District

- Parents/guardians must visit the school or to call and provide all of the required application information in advance.
- Parents should sign/confirm their address upon arriving at the school. The student then must sign the application.
- Documents required: Parent/guardian's driver's license/ID with Penn Hills address; student's birth certificate.
- Contact: 412-793-7000 ext. 5208 or 5209
- 309 Collins Drive, Pittsburgh, PA 15235

Pittsburgh Public School District

- To receive permit, please email form and proof of birthdate to studentservices@pghschools.org with subject line: "Work Permit Request, Student Name & School"
- Document required: Application and proof of age (passport, driver's license, birth certificate)
- Contact: studentservices@pghschools.org
- 341 S Bellefield Avenue, Pittsburgh, PA 15213

Steel Valley School District

- Students must go to the high school office to complete application. If a parent doesn't accompany the student, then an assistant in the main office will complete the application and the student must take it home to be signed by a parent/guardian. Upon returning the completed application a permit will be issued.
- Documents required: Original birth certificate, passport or baptismal certificate with seal. NO COPIES.
- Contact: Ellen Kelly ekelly@steelvalleysd.org | 3113 Main Street, Munhall, PA 15120

Sto-Rox School District

- Student and parent/guardian must be present to receive a work permit. Students must bring a birth certificate or passport. Students not enrolled at Sto-Rox Jr/Sr High School must also provide proof of residency.
- Documents required: Birth certificate or passport. Proof of residency (if not enrolled in Sto-Rox Jr/Sr High School).
- Contact: Beth Harvey bharvey@srsd.k12.pa.us 412-771-3213 X 1000 | Hours: M-F 7:00-11:00 and 12:30 - 2:00.
- 1105 Valley Street, McKees Rocks PA 15136

West Mifflin School District

- The application is available in the main office. Students can either pick it up there, take it home, and bring it back signed or bring a parent/guardian to the office to sign in person.
- Documents required: None, if enrolled in West Mifflin district. Otherwise, birth certificate/proof of age are required.
- Contact: Denise Cubakovic CubakovicD@wmasd.org
- 91 Commonwealth Avenue, West Mifflin, PA 15122

Wilkinsburg School District

- Digital copies of required documents (listed below) should be emailed to Andria Lynch (lyncha@wilkinsburgschools.org). Once the documents are received, a work permit will be mailed to the student.
- Documents needed: Parent/guardian ID, student birth certificate and social security card
- Contact: Andria Lynch lyncha@wilkinsburgschools.org
- 718 Wallace Avenue, Pittsburgh, PA 15221

Woodland Hills School District

- Parent/guardian must be present and notify the security guard that they are for a work permit.
- Applications must be filled out and signed in-person and the work permit will be issued immediately.
- Documents needed: If enrolled in the Woodland Hills district, none. If not, birth certificate /proof of age required.
- Contact: 412-244-1100 ext 5112 or 5114 or 5130
- 2550 Greensburg Pike, Pittsburgh, PA 15221

Questions/ Concerns? We can help!
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Learn & Earn Application Support Centers

Stop in at any of our support sites during drop-in hours and get access to computers, scanners, and trained staff who can help with the completion of Learn & Earn applications.

Visit jobs4summer.org for a map of the support centers.

See page 4 for the list of documents you should bring along with you to make the most of your visit!

AUBERLE MAIN CAMPUS

1101 Hartman Street
McKeesport, PA 15132
Mon, Wed, Thur: 8:30am-4:30pm
Tuesday: 8:30am-7pm
Friday: 8:30am-3pm
Every other Sat: 9am-12pm

AUBERLE 412 YOUTH ZONE

304 Wood Street
Pittsburgh, PA 15222
Tuesday-Thursday: 10am-6pm

BLOOMFIELD GARFIELD CORPORATION

5321 Penn Avenue
Pittsburgh, PA 15224
Mon, Thur, & Fri: 9am-5:30pm
Tues & Wed: 8:30am-7:30pm
Every other Sat: 9am-5:30pm

BOYS & GIRLS CLUB: SOUTHSIDE

317 East Carson Street, 238
Pittsburgh, PA 15219
Monday-Friday: 9am-5pm

BOYS & GIRLS CLUB: MCKEESPORT

409 Walnut Street, 2nd Floor
McKeesport, PA 15132
Monday-Friday: 2:30pm-6:30pm

BOYS & GIRLS CLUB: LAWRENCEVILLE

4600 Butler Street
Pittsburgh, PA 15201
Mon & Tues: appointment only
Wed-Fri: 6pm-8pm

FOCUS ON RENEWAL

420 Chartiers Avenue
McKees Rock, PA 15136
Monday & Friday: 9am-5pm
Tuesday-Thursday: 9am-7pm
Saturday: 9am-2pm

GOODWILL SWPA

118 52nd Street
Pittsburgh, PA 15201
Tues & Thurs: 12pm-6pm
Wednesday: 12pm-4pm

JEWISH FAMILY & COMMUNITY SERVICES

5743 Bartlett Street
Pittsburgh PA 15217
Mon, Wed, & Fri: 2pm-5pm

PHASE 4 LEARNING

5121 Clairton Blvd.
Pittsburgh, PA 15236
Monday-Friday: 9am-3pm

PHASE 4 LEARNING: BEST BUY TEEN TECH CENTER

5850 Centre Avenue
Pittsburgh, PA 15206
Monday & Wednesday: 9am-4pm
Tuesday & Thursday: 9am-5pm
Friday: 9am-2pm

YOUTH ENRICHMENT SERVICES

6031 Broad Street, Suite 202
Pittsburgh, PA 15206
M, W, F: 9:00am-5:00pm
Every other Sat: 10am-2pm

YOUTH PLACES

711 W. Commons
Pittsburgh, PA 15212
M, W, F: 9:00am-5:00pm
Every other Sat: 10am-2pm

YOUTH PLACES

6435 Frankstown Avenue
Pittsburgh, PA 152106
Tuesday-Thursday: 3pm-6pm

CARNEGIE LIBRARY OF PITTSBURGH: ALLEGHENY

1230 Federal Street
Pittsburgh PA 15212
Sunday: 10am-5pm
Thursday-Friday: 10am-5pm
Tues-Wed: 10am-7pm

CARNEGIE LIBRARY OF PITTSBURGH: BEECHVIEW

1910 Broadway Avenue
Pittsburgh PA 15216
Tue & Thu: 12pm-7pm
Mon, Wed, Fri, Sat: 10am-5pm

CARNEGIE LIBRARY OF PITTSBURGH: BROOKLINE

708 Brookline Boulevard
Pittsburgh PA 15226
Monday: 10am-5pm
Thu-Sat: 10am-5pm
Tues-Wed: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: CARRICK

1811 Brownsville Road
Pittsburgh, PA 15210
Monday: 10am-5pm
Thu-Sat: 10am-5pm
Tues-Wed: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: EAST LIBERTY

130 S. Whitfield Street
Pittsburgh PA 15206
Tue & Thu: 12pm-7pm
Mon, Wed, Fri, Sat: 10am-5pm

CARNEGIE LIBRARY OF PITTSBURGH: HAZELWOOD

5006 Second Avenue
Pittsburgh, PA 15207
Mon, Tue, Fri, Sat: 10am-5pm
Wed & Thu: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: HILL DISTRICT

2177 Centre Avenue
Pittsburgh PA 15219
Monday: 10am-5pm
Thu-Sat: 10am-5pm
Tues-Wed: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: HOMEWOOD

7101 Hamilton Avenue
Pittsburgh PA 15208
Monday: 10am-5pm
Thu-Sat: 10am-5pm
Tues-Wed: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: KNOXVILLE

400 Brownsville Road
Pittsburgh, PA 15210
Monday: 10am-5pm
Thu-Sat: 10am-5pm
Tues-Wed: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: LAWRENCEVILLE

279 Fisk Street
Pittsburgh PA 15201
Mon, Tue, Fri, Sat: 10am-5pm
Wed & Thu: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: OAKLAND

4400 Forbes Avenue
Pittsburgh PA 15213
Friday-Sunday 10am-5pm
Monday-Thursday: 10am-7pm

CARNEGIE LIBRARY OF PITTSBURGH: SHERADEN

720 Sherwood Avenue
Pittsburgh, PA 15204
Monday: 10am-5pm
Thu-Sat: 10am-5pm
Tues-Wed: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: SQUIRREL HILL

5801 Forbes Avenue
Pittsburgh PA 15217
Thursday-Monday: 10am-5pm
Tue-Wed: 10am-7pm

CARNEGIE LIBRARY OF PITTSBURGH: SOUTH SIDE

2205 East Carson Street
Pittsburgh PA 15203
Monday: 10am-5pm
Tue-Wed: 10am-7pm
Thu-Sat: 10am-5pm

Learn & Earn Application Support Centers

Stop in at any of our support sites during drop-in hours and get access to computers, scanners, and trained staff who can help with the completion of Learn & Earn applications.

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See page 5 for the list of documents you should bring along with you to make the most of your visit!

CARNEGIE LIBRARY OF PITTSBURGH: WEST END

47 Wabash Street
Pittsburgh PA 15220
Mon, Tue, Fri, Sat: 10am-5pm
Wed & Thu: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: WOODS RUN

1201 Woods Run Avenue
Pittsburgh, PA 15212
Mon, Wed Fri, Sat: 10am-5pm
Tue & Thu: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: DOWNTOWN

612 Smithfield Street
Pittsburgh, PA 15222
Mon, Tue, Fri, Sat: 10am-5pm
Wed & Thu: 12pm-7pm

CARNEGIE LIBRARY OF PITTSBURGH: MT. WASHINGTON

315 Grandview Avenue
Pittsburgh, PA 15211
Mon, Wed Fri, Sat: 10am-5pm
Tue & Thu: 12pm-7pm

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