

What is Learn and Earn?

Learn and Earn is a six-week, part-time summer job program for teens and young adults ages 14-21 in Allegheny County and the City of Pittsburgh. 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.

When is Learn and Earn 2017?

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

Who can apply?

You're eligible to apply if you:

- Are an Allegheny County or Pittsburgh resident
- Will be age 14 -21 on June 18, 2018 (birthdays between August 4, 1996- June 18, 2004)
- Meet income criteria (see page 4 of attached factsheet)

What kinds of jobs are available?

Past participants have planted urban gardens, organized summer camp activities, produced documentaries, conducted research, performed office work, and much more. More than 330 businesses and non-profits hosted youth workers in 2017. Learn & Earn jobs are aligned with 11 career tracks that are growing in the Pittsburgh area, including: Arts, Entertainment & Recreation; Culinary Arts & Hospitality; Education; Entrepreneurship; Finance & Insurance; Government & Community Services; Health Care & Human Services; Labor & Trades; Marketing, Advertising & Graphic Design; Park Management & Public Works; and STEM: Science, Technology, Engineering & Math. Jobs are available to serve different learning goals, including Career Exploration, Service Learning, Work Study, and Entrepreneurship, in addition to traditional summer jobs.

Need Help?

Youth and parents/guardians who need help applying are encouraged to stop in one of our 28 regional Application Support Centers, where they will find computers and staff who are ready to help. A list of Application Support Centers and drop-in hours is included on page 2 of the factsheet.

Visit jobs4summer.org to apply.

Please contact the Learn & Earn team at 412-932-2950 or email summer@partner4work.org at any time with questions.

Learn & Earn

Summer Youth Employment Program



Application Dates: March 19—June 1, 2018 at 5pm 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, 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. 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>1) Auberle Main Campus 1101 Hartman St. McKeesport, 15132</p> <p>Mon - Thurs: 7am-8pm Fri: 7am-5pm Sat: 11am-3pm Sun: 9am-3pm</p>	<p>2) Carnegie Library-Hazelwood 5006 Second Ave Pittsburgh, 15207</p> <p>Mon, Fri, Sat: 10am-5pm Tues, Wed, Thurs: 10am-8pm</p>	<p>3) Carnegie Library – Homewood 7101 Hamilton Ave. Pittsburgh, 15208</p> <p>Mon, Fri, Sat: 10am-5pm Tues, Wed, Thurs: 10am-8pm</p>	<p>4) Carnegie Library – East Liberty 130 S. Whitfield Street Pittsburgh, 15206</p> <p>Mon-Thurs: 10am-8pm Fri - Sat: 10am - 5pm</p>	<p>5) Youth Enrichment Services 6031 Broad Street Pittsburgh, 15206 Mon, Tues, Fri: 9am - 6pm May 2: 5pm - 8pm</p>
<p>6) Phase 4 East Liberty 211 North Whitfield Suite 110, Pittsburgh, 15206</p> <p>Mon - Thurs: 9am-6pm Sat, May 5: 10am-2pm & May 9: 6pm-8pm</p>	<p>7) Bloomfield Garfield Corporation 5321 Penn Ave, Pittsburgh, 15224</p> <p>Mon-Thurs: 9am-8pm Fri: 9am-5pm Sat: 10am-5pm</p>	<p>8) PCSI 249 N. Craig St, Pittsburgh, 15213</p> <p>Mon - Fri: 9am – 6pm Tues & Fri: 9am – 8pm Sat, May 5: 10am – 3pm</p>	<p>9) Carnegie Library – Main 4400 Forbes Ave Pittsburgh, 15213</p> <p>Mon - Thurs: 10am-8pm Fri and Sat: 10am-5:30pm Sun: 12pm-5:00pm</p>	<p>10) Auberle 412 Youth Zone 304 Wood Street Pittsburgh, 15222</p> <p>Mon - Thurs: 11am-7pm Fri: 11am-5pm Sat: 11am-3pm</p>
<p>11) Youth Places 711 W. Common, Pittsburgh, 15212</p> <p>Tues, Wed, Thurs: 9am-6pm</p>	<p>12) Carnegie Library - Allegheny 1230 Federal Street Pittsburgh, 15212</p> <p>Mon-Thurs: 10am-8pm Fri - Sat: 10am - 5pm Sun: 12pm-5pm</p>	<p>13) Carnegie Library – Woods Run 1201 Woods Run Ave. Pittsburgh, 15212</p> <p>Mon, Fri, Sat: 10am-5pm Tues, Wed, Thurs: 10am-8pm</p>	<p>14) FOR Sto Rox 420 Chartiers Ave, McKees Rocks, 15136</p> <p>Mon-Thurs: 10am-6pm Sat: 9am-1pm</p>	<p>15) Carnegie Library-West End 47 Wabash Street Pittsburgh, 15220</p> <p>Mon, Fri, Sat: 10am-5pm Tues, Wed, Thurs: 10am-8pm</p>
<p>16) Goodwill 2400 East Carson St, Pittsburgh, 15203</p> <p>Tues, Wed, Thurs: 9am-8pm Sat, May 5: 10am - 2pm</p>	<p>17) Carnegie Library - Knoxville 400 Brownsville Road Pittsburgh, 15210</p> <p>Mon, Tues, Wed: 10am-8pm Thurs, Fri, Sat: 10am-5pm</p>	<p>18) Carnegie Library - Brookline 708 Brookline Blvd Pittsburgh, 15226</p> <p>Mon-Thurs: 10am-8pm Fri - Sat: 10am - 5pm</p>	<p>19) Phase 4 Pleasant Hill 521 East Bruceton Pleasant Hills, 15236 Mon - Thurs: 9am-6pm Sat, May 5: 10am-2pm & May 9: 6pm-8pm</p>	<p>*There are additional Carnegie Library of Pittsburgh drop-in sites. Contact library directly to learn drop-in hours.</p>

Learn & Earn Required Eligibility Documents

Category	Please submit one document for each category:
<p>*Age (Birthdate between August 4, 1996-June 18, 2004)</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 signed by authorized individual
<p>*Social Security Number (SSN)</p>	<ul style="list-style-type: none"> • Youth's social security card (recommended) • Approved federal document with youth's name and SSN listed (please give us a call to approve document)
<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 • OR SNAP printout with citizenship designation
<p>*Address MUST BE DATED NO EARLIER THAN 09/19/17</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</p> <p>Must submit income documentation for ALL members of the household</p> <p>MUST BE DATED NO EARLIER THAN 09/19/17</p>	<ul style="list-style-type: none"> • The most recent paystub or earning statement from adult 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 <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 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 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>

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