

# Learn & Earn

## Summer Youth Employment Program



**Application Deadline Extended! Apply online at: [jobs4summer.org](http://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 for in-person help. However, they are available to provide remote support over the phone with any application questions you may have. Visit [www.jobs4summer.org/application-support-centers/](http://www.jobs4summer.org/application-support-centers/) for a list of Application Support Centers. The Learn & Earn team is also available to support you by phone or email as you complete your application from home. Please contact us at [summer@partner4work.org](mailto: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](http://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? Visit [www.jobs4summer.org/application-support-centers/](http://www.jobs4summer.org/application-support-centers/) for a list of Application Support Centers.**

# 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. Must include a year-to-date [YTD] amount
  - 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 AND an 1040 Profit and Loss Statement from Business.
  - 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](mailto: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: Please [click here](#) to learn how to apply for a work permit.

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