

# Learn & Earn

## Summer Youth Employment Program



Applications are now open! Apply online at: [jobs4summer.org](https://jobs4summer.org)

Work Experience Dates: June 28 – August 6, 2021

Orientation begins the week of June 21, 2021

### What is Learn & Earn?

Learn & Earn is a six-week summer employment program for teens and young adults ages 14–21 in Allegheny County. 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.

### Who can apply?

The application is open to Allegheny County residents who meet program income requirements (see page 3). All youth working in the general Learn & Earn program must be between the ages of 14 and 21. Applicants who have a birthday before June 15, 1999 or after June 14, 2007 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 up to 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. At the Worksites, youth will identify and explore a career track with their supervisors.

### What do I need to apply?

Applicants must provide documented proof to verify age, address, household income, and identity. Find complete list of required documents on page 2.

### Where can I apply?

The online application can be found at [www.jobs4summer.org](https://www.jobs4summer.org) and/or QR code below. Due to concerns over the spread of COVID-19, all Application Support Centers will handling in-person services by appointment. However, if you need assistance completing your application, virtual and phone assistance is available please call 412-932-2950 or email [summer@partner4work.org](mailto:summer@partner4work.org).

Learn & Earn is made possible through a partnership between:



ALLEGHENY COUNTY  
ALWAYS INSPIRING



THE CITY OF  
PITTSBURGH

PARTNER  
4WORK



# Learn & Earn Application Support Centers

Not sure if you qualify?  
Need help applying online?

Make an appointment with one of our application support sites and get access to computers, scanners & trained staff who can help. Visit [jobs4summer.org](http://jobs4summer.org) for a map of the support centers. See page 3 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

Monday, Wednesday: 8:30 AM-4:30 PM  
Tuesday & Thursday: 8:30 AM-7 PM  
Friday: 8:30 AM-3:30 PM  
Saturday: 9 AM-12 PM

## AJAPO

2900 Bedford Avenue,  
Pittsburgh, PA 15219

Monday-Friday 9 AM-5 PM

## Bloomfield Garfield Corporation

113 N. Pacific Avenue,  
Pittsburgh, PA 15224

Monday-Friday: 9 AM-5 PM

## Boys & Girls Clubs of Southwest PA

409 Walnut Street Suite 204  
McKeesport, PA 15132

Monday-Friday 2:30 PM-6:30 PM

## Carnegie Library of Pittsburgh

4400 Forbes Avenue  
Pittsburgh PA 15213

Tuesday, Friday & Saturday: 10 AM-5 PM  
Wednesday & Thursday: 12 - 7 PM

**Assistance is available at all CLP locations.**

## Focus on Renewal

420 Chartiers Avenue,  
McKees Rocks, PA 15136  
Monday, Tuesday, Wednesday, Friday:  
9 AM-5 PM  
Thursday: 9 AM-7 PM  
Saturday: 10 AM- 3 PM

## Goodwill SWPA

118 52nd Street  
Pittsburgh, PA 15201

Monday: 4 PM-5:30 PM (virtual)  
Tuesday: 10 AM- 3:30 PM  
Wednesday & Thursday: 12 PM - 3:30 PM

## Jewish Family and Community Services

5743 Bartlett Street  
Pittsburgh, PA 15217

Tuesday: 3 PM- 5 PM (virtual)  
Thursday: 5 PM-7 PM (virtual)

## Kingsley Association

6435 Frankstown Avenue  
Pittsburgh, PA 15206

Monday-Friday 9 AM-5 PM

## Phase 4 Learning Center: Best Buy Teen

5850 Centre Avenue  
Pittsburgh, PA 15206

Monday & Wednesday : 9 AM-4 PM  
Tuesday & Thursday: 9 AM- 5 PM  
Friday: 9 AM-3 PM

## Pittsburgh Learning Commons

1256 Franklin Avenue  
Pittsburgh, PA 15221

Monday: 4 PM-6 PM (virtual)

## Youth Enrichment Services

6031 Broad Street Suite 202  
Pittsburgh, PA 15206

Monday-Friday: 9 AM-5 PM (virtual)  
Thursday: 6 PM-8PM (virtual)  
Wednesday 11 AM -2 PM  
Thursday 3 PM-5 PM

## YouthPlaces

711 W. Commons,  
Pittsburgh, PA 15212

Monday- Friday: 7 AM-4 PM

Questions/ Concerns? We can help!  
Call 412-932-2950 or email  
[summer@partner4work.org](mailto:summer@partner4work.org)

# Learn & Earn Required Eligibility Documents

## Category

Please submit one document for each category:

### Age

(Birth date must be between June 15th, 1999 - June 14, 2007.)

- 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 (EAC)
- OR Youth's Permanent Residence Card (Green Card)
- OR Youth's certificate of naturalization
- 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/Immigration Status

- Youth's birth certificate (recommended)
- OR Youth's passport
- OR Youth's Employment Authorization Document (EAD)
- OR Youth's Permanent Residence Card (Green 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>

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# Learn & Earn 2021 Income Guidelines

Household Size (# members)	Maximum Gross Household Income for Last 6 Months	Maximum Gross Household Income for Last 12 Months
1	\$23,250	\$46,500
2	\$26,575	\$53,150
3	\$29,900	\$59,800
4	\$33,200	\$66,400
5	\$36,472	\$72,944
6	\$41,807	\$83,613
7	\$47,141	\$94,282
8	\$52,476	\$104,951

For more than eight persons add \$10,669 to the yearly income for each additional person in the household, and \$5,335 to the six-month income.

The City of Pittsburgh verifies Learn & Earn income eligibility using a combination of regulations. The 2021 eligibility has been set using TANF and 2020 CDBG income guidelines.

## Work Permit FAQ's

### Do I need a work permit?

If you are under the age of 18 during the summer program, you will need a work permit to participate. If you already have one, it is recommended 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?

Please review the Work Permit Directory for information on how to obtain your work permit. If your home school district is not included, please email the Learn & Earn Team at [summer@partner4work.org](mailto:summer@partner4work.org) or call (412) 932-2950 for more assistance.

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