

# Learn & Earn

## Summer Youth Employment Program



# 2024 Learn & Earn Information Packet



APPLICATION PERIOD:  
March 1 - June 7





ORIENTATION WEEK:  
June 17 - June 21

WORK EXPERIENCE:  
June 24 - August 2

APPLY TODAY!  
[jobs4summer.org](http://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 with Allegheny County, the City of Pittsburgh, and Partner4Work. There are a limited number of positions available. A completed, eligible application does not guarantee placement. Placements are made on a first come first serve basis.

[www.jobs4summer.org](http://www.jobs4summer.org)   
Learn and Earn Pittsburgh   
[@learnandearnpgh](https://www.instagram.com/learnandearnpgh)   
[@PghWorkforce](https://twitter.com/PghWorkforce) 

# 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)

Complete Orientation with a Provider to be Officially Hired

## 2024 Learn & Earn Income Guidelines

Household Size (# members)	Maximum Gross Household Income for Last 6 Months	Maximum Gross Household Income for Last 12 Months
1	\$28,125	\$56,250
2	\$32,125	\$64,250
3	\$36,150	\$72,300
4	\$40,150	\$80,300
5	\$43,375	\$86,750
6	\$46,575	\$93,150
7	\$49,800	\$99,600
8	\$54,352	\$108,704

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 2024 eligibility has been set using TANF and 2023 CDBG income guidelines.

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

# Learn & Earn

## Frequently Asked Questions

**Q:** What is Learn & Earn?

**A:** Learn & Earn is a six-week summer employment program for Allegheny County and City of Pittsburgh 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 17, 2024.

**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, work permit, 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 17, 2024 through June 21, 2024. The work period runs for 6 weeks, June 24, 2024 to August 2, 2024.

**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:** How do I know if I've been placed with a Provider?

**A:** Once youth are made eligible for Learn & Earn, they are placed with a Provider organization based on their location, career interests, and positions available. Youth will be notified by a Provider if they are placed. Be sure to check your email to ensure your application has been submitted.

**Q:** Where can I apply?

**A:** The online application can be found at [www.jobs4summer.org](http://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](mailto:summer@partner4work.org).

# Learn & Earn Required Eligibility Documents

## Category

Please submit 1 document for each category

### Age

(Must be between the ages of 14-21 on the first day of work)

Youth's birth certificate (recommended)

- OR Youth's driver's license or state ID
- OR Youth's valid passport
- OR Youth's permanent resident card
- OR Youth's certificate of naturalization

### Social Security Number (SSN)

Youth's social security card (recommended)

- OR a signed printout from the social security office showing youth's SSN
- OR youth or parent/guardians COMPASS report showing youth's SSN

### Citizenship Status

Youth's birth certificate (recommended)

- OR Youth's passport
- OR Youth's permanent resident card
- OR Youth's certificate of naturalization
- OR Youth's Employment authorization document
- OR Youth's DS-1350, I-94, or I-551
- OR Youth or parent/guardian's COMPASS report

### 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's driver's license or state ID
- OR Youth's or parent/guardian's home utility bill
- OR Youth or parent/guardian's lease agreement
- OR Youth or parent/guardian's COMPASS report

### 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. W-2 CANNOT BE USED AS PROOF OF HOUSEHOLD INCOME.)

Head of household's most recent paystub or earning statement (recommended)

- OR most recent quarterly pension account statement
- OR unemployment compensation benefit notification letter signed by authorizing agency
- OR Youth or parent/guardian COMPASS report
- OR self-certification of annual income by beneficiary SIGNED BY HEAD OF HOUSEHOLD

### Selective Service

(Required for males age 18+)

Printout of selective service registration verification from website <https://www.sss.gov/Registration/Register-Now/Registration-Form>

Proof of Selective Service registration will now be a required document for all males who will be 18 or older at the start of the program.

## WORK PERMITS ARE REQUIRED FOR THE 2024 APPLICATION!

Youth who will be under the age of 18 before the start of work are required to upload their work permit to the application. If you are a returning participant and your work permit is not uploaded to your account, please reach out to your 2023 Provider.

Questions or Concerns? We can help!  
Call 412-932-2950 or email [summer@partner4work.org](mailto: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 Jamie Medure of the main office.
- Documents required: birth certificate
- Contact: Jamie Medure 724-274-8100 ext 8706 | 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. No appointment is required.
- Students should fill out/ sign the application onsite (between 9:00 - 2:00).
- Documents required: birth certificate/green card
- Contact: Caroline Babik [cbabik@bwschools.net](mailto: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: Maureen Shaw [shawm@ccsdbears.org](mailto:shawm@ccsdbears.org) | 501 Waddell Avenue, Clairton, PA 15025

## 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: Lydia Marcoz at 412-824-9700 x1500 or [lmarcoz@eawildcats.net](mailto:lmarcoz@eawildcats.net).
- 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 needed: Certified copy of birth certificate, passport or baptismal certificate
- Contact: Christine Giunta [cgiunta@gatewayk12.org](mailto: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: Janeen Santos [santosj@mdusd.org](mailto:santosj@mdusd.org) School: 925-938-0900 x.3525
- 598 Union Avenue, Pittsburgh, PA 15202

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

# 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: [lbash@phsd.org](mailto:lbash@phsd.org) 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](mailto: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](mailto: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: Alyssa Brack [abrack@steelvalleysd.org](mailto:abrack@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](mailto:bharvey@srsd.k12.pa.us) 412-771-3213 X 1000 | Hours: M-F 7:00- 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: Sandy Cubakovic [cubakovics@wmasd.org](mailto:cubakovics@wmasd.org)
- 91 Commonwealth Avenue, West Mifflin, PA 15122

## 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

If you have additional questions regarding your work permit, please reach out to the school district in which you reside.

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

# 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](http://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-Sat: 9am-5pm

## AUBERLE 412 YOUTH ZONE

304 Wood Street  
Pittsburgh, PA 15222  
Tues, Thurs: 10:30am-6:30pm  
Wed: 10:30am-3pm

## BLOOMFIELD GARFIELD CORPORATION

113 N. Pacific Avenue  
Pittsburgh, PA 15224  
Mon-Fri: 9am-5pm

## BOYS & GIRLS CLUB: SOUTHSIDE

317 East Carson Street, West  
Tower Suite 238  
Pittsburgh, PA 15219  
Mon-Fri: 8am-6pm

## BOYS & GIRLS CLUB: MCKEESPORT

1305 Fifth Ave McKeesport  
PA 15132  
Mon-Fri: 9am-5pm

## BOYS & GIRLS CLUB: LAWRENCEVILLE

4600 Butler Street  
Pittsburgh, PA 15201  
Mon-Fri: 9pm-5pm

## BOYS & GIRLS CLUB: DOWNTOWN

933 Penn Ave  
Pittsburgh, PA 15222  
Mon-Fri: 9pm-5pm

## BOYS & GIRLS CLUB: SHADYSIDE

6 Brownwell Place  
Pittsburgh, PA 15232  
Mon-Fri: 9pm-5pm

## YOUTH ENRICHMENT SERVICES

6031 Broad Street, Suite 202  
Pittsburgh, PA 15206  
M-F: 9am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: ALLEGHENY

1230 Federal Street  
Pittsburgh PA 15212  
Everyday: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: BEECHVIEW

1910 Broadway Avenue  
Pittsburgh PA 15216  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: BROOKLINE

708 Brookline Boulevard  
Pittsburgh PA 15226  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: CARRICK

1811 Brownsville Road  
Pittsburgh, PA 15210  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: DOWNTOWN

612 Smithfield Street  
Pittsburgh, PA 15222  
Mon-Fri: 9am-5:30pm  
Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: EAST LIBERTY

130 S. Whitfield Street  
Pittsburgh PA 15206  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: HAZELWOOD

5006 Second Avenue  
Pittsburgh, PA 15207  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: HILL DISTRICT

2177 Centre Avenue  
Pittsburgh PA 15219  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: HOMEWOOD

7101 Hamilton Avenue  
Pittsburgh PA 15208  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: KNOXVILLE

400 Brownsville Road  
Pittsburgh, PA 15210  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: LAWRENCEVILLE

279 Fisk Street  
Pittsburgh PA 15201  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: LIBRARY OF ACCESSIBLE MEDIA

7101 Hamilton Avenue  
Pittsburgh PA 15208  
Mon-Fri, Sat: 9am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: OAKLAND

4400 Forbes Avenue  
Pittsburgh PA 15213  
Mon-Sat: 9:30am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: MT. WASHINGTON

315 Grandview Avenue  
Pittsburgh, PA 15211  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: SHERADEN

720 Sherwood Avenue  
Pittsburgh, PA 15204  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: SOUTH SIDE

2205 East Carson Street  
Pittsburgh PA 15203  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: SQUIRREL HILL

5801 Forbes Avenue  
Pittsburgh PA 15217  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: WEST END

47 Wabash Street  
Pittsburgh PA 15220  
Mon-Sat: 10am-5pm

## CARNEGIE LIBRARY OF PITTSBURGH: WOODS RUN

1201 Woods Run Avenue  
Pittsburgh, PA 15212  
Mon-Sat: 10am-5pm

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

## GOODWILL

304 Wood Street  
Pittsburgh, PA 15222  
Tues, Thurs: 10:30am-6:30pm  
Wed: 10:30am-3pm

## PHASE 4

5850 Centre Ave  
Pittsburgh, PA 15206  
Mon & Wed: 9:00am-4:00pm  
Tuesday: 9:00am-5:00pm  
Thursday: 9:00am-6:00pm  
Friday: 9:00am-2:00pm  
Saturday: 9:00am-2:00pm

## PHASE 4 - BALDWIN

5121 Clairton Blvd.  
Pittsburgh, PA 15236  
Mon-Thurs: 9:00am-4:00pm  
Friday: 9:00am-2:00pm  
Saturday: 10:00am-2:00pm



# Learn & Earn

## Summer Youth Employment Program



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Any application updates will be sent via email to the email address on the application as well as text messages sent to the mobile number listed on the application. Please be sure that all contact information is up to date and accurate. If participants are placed with a provider, that provider will notify youth directly with information regarding orientation and onboarding. If you are unsure of the status of an application, please email [summer@partner4work.org](mailto:summer@partner4work.org).

For more information on Learn & Earn including application requirements, application support, provider information, frequently asked questions, and more, please visit our website [www.jobs4summer.org](http://www.jobs4summer.org).

Learn & Earn is made possible through a partnership between:  ALLEGHENY COUNTY  THE CITY OF PITTSBURGH  PARTNER4WORK

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