



Mayor William Peduto

2014 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM FACT SHEET

What are the dates of the summer program?

First day of employment is June 30, 2014, and the last day of employment is August 8, 2014. Youth are paid \$7.25 per hour and may work up to 30 hours per week, 6 hours a day, which includes a 30 minute unpaid lunch, Monday through Friday. Starting and ending times will vary according to the work-site.

Who can apply?

City of Pittsburgh residents who will be at least 14, and no older than 21, as of June 30, 2014.

When to apply?

Youth may apply Thursday, May 1, 2014 through Wednesday, May 14, 2014.

What kinds of jobs may be available?

There are outdoor jobs which may include restoration and improvement of City parks, public property and vacant lots. There are also internships which may include general office work in a variety of businesses and organizations.

When and where can I turn in my application?

All applications must be submitted in person to one of the following locations listed below from **May 1 to May 14, 2014. Hours: Mon – Fri, 10 am – 6 pm** and **Saturday, May 3 and May 10, 10:00 am – 1:00 pm**. Applications must be submitted with the required documentation or the application will be determined ineligible. Assistance will be available if needed. Applicants who are less than 18 years of age must have applications signed by a parent or legal guardian. **The Application deadline is 6:00 PM, Wednesday, May 14, 2014.**

Goodwill of SWPA-Southside
Goodwill Building
2400 East Carson Street
Pittsburgh, PA 15203
412-632-1740

Eastside Neighborhood
Employment Center
5321 Penn Avenue
Pittsburgh, PA 15224
412-362-8580

West End Works
825 Lorenz Avenue
Pittsburgh, PA 15220
412-533-2029

Northside Coalition
for Fair Housing
1821 Brighton Road
Pittsburgh, PA 15212
412-321-5527

What is included in the Application Packet?

The packet is 6 pages and includes: Fact Sheet, Instructions, Application (front and back), Income Guidelines, Application Checklist and Directions on how to obtain a Work Permit. The package may print out differently when obtained from the website.

What are the eligibility requirements?

All applicants must meet age, income, U.S. Citizenship and residency requirements, and provide verification of various application items (see the Application Instructions and Application Checklist).

Why is it important to answer all the questions?

The Government requires that we collect this information as positions will be filled based on income eligibility, age and City residency requirements.

Important: All eligible completed applications will be entered in a random drawing to determine summer employment status. Selected applicants will be notified by phone or e-mail.

Applicants can visit our website for more information and to download the application at:
<http://pittsburghpa.gov/personnel/pittsburghpartnership> and www.pittsburghpa.gov.

Follow us on Twitter at: <http://twitter.com/pghSYEP> 



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2014 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM INSTRUCTIONS FOR COMPLETING APPLICATION

PLEASE READ THIS PAGE CAREFULLY AS INCOMPLETE APPLICATIONS MAY POSSIBLY DELAY THE REVIEW AND HIRING PROCESS.

USE THE APPLICATION AND DOCUMENTS CHECKLIST TO MAKE SURE YOU HAVE EVERYTHING YOU NEED TO APPLY.

Please remember that each question on the application **MUST** be completed and in black or blue ink. If a question does not pertain to you, please place N/A in the blank.

All applications **MUST** be submitted in person to one of the application centers with the required eligibility documentation. Please refer to attached Application Checklist.

Parents **MUST** sign and date the application if an applicant is under the age of 18.

SPECIAL NOTES

- Males 18 and older must be registered with the Selective Service. For registration and/or proof of registration, go to <http://www.sss.gov>
- Age, Family Income and Address must be verified with additional documentation (called third party verification). See the Checklist to determine what other paperwork will be required.
- Please include only family members and their relationship to the applicant who reside at the applicant's stated address. Family members consist of at least two or more persons related by blood, marriage or decree of court (husband, wife or guardian and dependent children). A dependent child is under the age of 19 at the end of the previous calendar year; or is a student under the age of 22.
- All information requested on the Application pertains to the youth applicant and not the parents or guardians, except for family income. Family income (total gross family income from the last 6 Months) is the total income for all family members.
- Work history only includes the Applicant's employment in the last 6 months. Employment dates should reflect month, date and year.
- Along with current education status, you must indicate last grade of completion.
- The **Work Permit is NOT REQUIRED for the application.** (Please read attached instructions for obtaining a work permit). For youth ages 14-17, a WORK PERMIT is required **ONLY if selected** for participation in the program.



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2014 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM APPLICATION

IMPORTANT: ALL APPLICATIONS MUST BE SUBMITTED IN PERSON TO ONE OF THE APPLICATION CENTERS WITH THE REQUIRED DOCUMENTATION OR YOUR APPLICATION MAY BE DETERMINED INELIGIBLE.

PLEASE FILL OUT BOTH SIDES

USE PEN ONLY (no Pencil)

For last year's Pittsburgh Summer Youth Employment Program, did you ☐ Apply ☐ Work ☐ Neither

Work Preferences (Preferences are NOT guaranteed)

☐ Conservation/Outdoor

Organization of Interest (Optional) _____

☐ Internship/Office Type of Job _____

Ask for Organization list at an Application Center

SECTION 1: APPLICANT'S IDENTIFICATION

PRINT NEATLY, USE BLUE OR BLACK INK

Make sure all contact information is accurate. It is the only way you will be notified about a job.

First Name:

MI:

Last Name:

SSN: Birth Date:

Age Today:

Street Address:

City: State: Zip:

City of Pittsburgh Resident? Yes ☐ No ☐

Primary Phone: Alternative Phone:

E-Mail Address:

SECTION 2: HOUSEHOLD COMPOSITION (Add additional sheet if necessary)

Family Members Names	Relationship to Applicant
<i>Applicant</i>	<i>Self</i>

Number in Family: _____

Total Gross Family Income – last 6 months: \$ _____

SECTION 3: CITIZENSHIP/LEGAL TO WORK/SELECTIVE SERVICE

The government requires we collect the following information:

Are you a U.S. Citizen?

Yes ☐

No ☐

If not a citizen, are you legal to work in the U.S.?

Yes ☐

No ☐

If male, 18 or older, are you registered with the selective service?

Yes ☐

No ☐

Are you a Veteran?

Yes ☐

No ☐

SECTION 4: LOW INCOME INDIVIDUAL (APPLICANT)

Have you or has anyone in your family received TANF (Public Assistance) in the past 6 months?

Yes ☐ No ☐ If Yes, monthly grant amount: _____

Have you or has anyone in your family received Food Stamps in the past 6 months?

Yes ☐ No ☐

Do you live in a foster home or foster placement? Yes ☐ No ☐

SECTION 5: APPLICANT'S WORK HISTORY FOR THE LAST 6 MONTHS

EMPLOYER	HOURLY WAGE	WEEKLY HOURS	HIRE DATE (MM/DD/YY)	END DATE (MM/DD/YY)

Are you currently employed? Yes ☐ No ☐

SECTION 6: APPLICANT'S CHARACTERISTICS

Gender: Male ☐ Female ☐ **Do you speak English?:** Yes ☐ No ☐ Limited ☐

Race: (Check One): Black ☐ White ☐ American Indian ☐ Asian ☐ Multi-racial ☐

Ethnicity: (Check One): Hispanic/Latino ☐ Non-Hispanic/Latino ☐

Marital Status: Single ☐ Married ☐

SECTION 7: APPLICANT'S EDUCATION STATUS

(Check All That Apply) Student ☐ High School Grad ☐ GED ☐ H.S. Drop Out ☐

Post High School ☐ Highest grade completed (1-12 high school or 13-16 after high school) _____

Name of Current School: _____

SECTION 8: APPLICATION CERTIFICATION

I certify that the information provided is true to the best of my knowledge. I am also aware that the information I have provided is subject to review and verification, (including wage records and unemployment compensation), and that I may have to provide additional documents to support this application. I am also aware that I am subject to immediate termination if, after being selected for employment, I am found ineligible, as a result of falsified or incorrect documents, and may be prosecuted for fraud and/or perjury. I understand that I may be required to repay any wages or stipends earned as a result of program employment and participation based upon the submission of falsified or incorrect documents. Furthermore, by signing this application, I agree that information contained in this application may be shared with appropriate government or service agencies for the purposes of information verification or statistical tracking, on a strictly confidential basis.

Applicant Signature

Date

Parent or Guardian Signature (if under 18)

Date

Application Center Certifier Signature

Date

Rev 04/2014

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<http://pittsburghpa.gov/personnel/pittsburghpartnership>



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2014 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM INCOME GUIDELINES

YOUTH AGES 14 - 21

Family Size	Maximum Allowable Family Household Income for last Six Months	Maximum Allowable Family Household Income for One year
1	\$18,375	\$36,750
2	\$21,100	\$42,200
3	\$23,625	\$47,250
4	\$26,250	\$52,500
5	\$28,350	\$56,700
6	\$30,450	\$60,900
7	\$32,550	\$65,100
8	\$34,650	\$69,300

For more than eight persons **add \$4,200** for each person in the household

* Eligibility is determined by verifying income from the last six months. Yearly income is calculated by doubling the figures from the last six months. Income levels for eligibility have been established by the U. S. Department of Housing and Urban Development (HUD)



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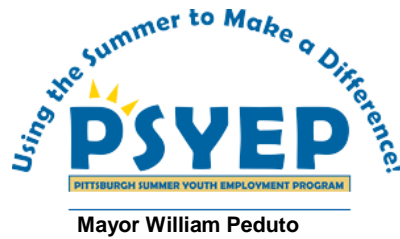
APPLICATION and DOCUMENTS CHECKLIST

An Applicant (Youth **ages 14-21**) has an eligible application if he or she provides all of the following documentation:

- ☐ **Application**
All areas completed in blue or black ink.
- ☐ **Proof of Age.** Applicants must verify their age.
(Birth Certificate **OR** Driver's License/State Issued ID **OR** Alien Registration Card **OR** Valid U.S. Passport **OR** valid Baptismal Certificate).
- ☐ **Proof of Social Security.** Applicants must verify their Social Security number.
(Social Security Card **OR** Signed printout from Social Security Office).
- ☐ **Proof of Citizenship/Alien Status.** Applicants must verify their Citizenship.
(Valid U.S. Birth Certificate **OR** U.S. Passport **OR** Alien Registration Card **OR** Certificate of Naturalization).
- ☐ **Proof of Address.** Applicants must verify their address.
(Home Utility Bill **OR** Current Lease **OR** Postmarked mail with Applicant's name and City address **OR** Report Card or Official School Document **OR** Department of Public Welfare Printout (**Address verification must be dated within the last 6 months**). A Pennsylvania Drivers License may be used to verify address only if **issued in the last 6 months**). **Note:** Utility bills used to verify address must contain the name of a person who is listed as a direct family member or guardian on the application.
- ☐ **Proof of Income (Check with Parents or Guardians).** Applicants must verify their family's income within the last six months
(Most recent pay stubs of parent or guardian or head of household with date and year-to-date amounts **OR** Public Assistance Printout or Public Assistance Notification **OR** Food Stamp print-out **OR** Social Security Letter SSI Letter of Notification of benefits) **OR** Unemployment compensation information **OR** Unemployment compensation determination letter **OR** Statement from a foster placement agency, if placed as a foster child **OR** letter from social service agency or other institution describing the applicant's living arrangements and income **OR** statement of income or income eligibility determination from a public or government agency.

In addition to all required documentation, Males 18 and older must be:

- ☐ Registered with Selective Service
(**MALES 18 and older**)
- ☐ Printout from Selective Service website
(www.sss.gov)



Excerpts from the Pittsburgh Public School's Website on Work Permits

(NOT REQUIRED FOR APPLICATION – ONLY REQUIRED IF HIRED)

Under the new Child Labor Law effective January 22, 2013, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parent or legal guardian sign an application for a work permit.

Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.

Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. Students are no longer required to be accompanied by a parent or guardian. Students must bring proof of age such as a birth certificate, passport, baptismal certificate, driver's license or state id. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the Commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.

Bring [Application for Work Permit PDE-4565](#) to:

Pittsburgh Board of Education - Room 11

341 S. Bellefield Avenue

Pittsburgh, PA 15213

(All visitors must enter on the Bellefield Avenue side of the building)

Times: Mondays through Fridays, 8:00 a.m. to 4:00 p.m.

For additional information call (412) 622-3757 or 622-3952 or go to: <http://www.pps.k12.pa.us/Page/635>

PSYEP 2014: Revised April 23, 2014