

# Learn & Earn

## Summer Youth Employment Program



# 2025

# Learn & Earn

# Information Packet

APPLICATION  
PERIOD:  
March 14 - June 6

WORK  
EXPERIENCE:  
June 23 - August 8

**Apply today!**  
Visit [jobs4summer.org](http://jobs4summer.org) or scan  
the QR code to apply!



Review this packet to learn more about Learn & Earn, providers, 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.

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

# Learn & Earn

## Summer Youth Employment Program



Are you ready to explore, learn, and grow? Learn & Earn is here for **YOU!**



### Tier 1: Work Readiness & Career Exploration

Youth Ages 14-15 - \$10 per hour

- Work experience: June 23, 2025 - August 8, 2025
- Youth can work up to 100 HOURS
- Tier 1 programming provides basic, developmentally appropriate career exposure activities, introduction to employability skills, and academic reinforcement in a cohort-model setting.



### Tier 2: Work Experience

Youth Ages 15-18 - \$12 per hour

- Work experience: June 23, 2025 - August 8, 2025
- Youth can work up to 130 HOURS
- Tier 2 programming provides youth with career competency development in a work setting with supportive employers and a caring adult supervisor who acts as a coach to guide their development and prepare them for internships and/or employment with private businesses



### Tier 3: Work-Based Training

Youth Ages 18-24 (out of school youth) - up to \$15 per hour

- Work experience: June 2, 2025 - August 31
- Tier 3 programming provides youth with career competency development through real-world work experiences that offer exposure to career paths within a business and industry aligned with their interests.

Youth participants will be automatically assigned to the tier that matches their age as of the first day of work. All participants over 18 will be assigned to Tier 2, unless they are specifically recruited for a Tier 3 position. No additional steps are needed to determine your tier—just apply, and we'll handle the rest!

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

# 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

## 2025 Learn & Earn Income Guidelines

Household Size (# members)	Maximum Gross Household Income for Last 6 Months	Maximum Gross Household Income for Last 12 Months
1	\$28,350	\$56,700
2	\$32,400	\$64,800
3	\$36,450	\$72,900
4	\$40,475	\$80,950
5	\$43,725	\$87,450
6	\$46,975	\$93,950
7	\$50,891	\$101,781
8	\$56,674	\$113,348

For more than eight persons add \$11,567 to the yearly income for each additional person in the household, and \$5,784 to the six month income.

The City of Pittsburgh sets Learn & Earn income eligibility using a combination of regulations. The 2025 eligibility has been set using TANF and 2024 CDBG income guidelines.

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# Learn & Earn Required Eligibility Documents

## Category

Please submit 1 document for each category

### Age

(Must be between the ages of 14-24 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

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

## WORK PERMITS ARE REQUIRED FOR THE 2025 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 2024 Provider.

**NEW**

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 15205

## 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@steelvalleypd.org](mailto:abrack@steelvalleypd.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

Questions/ Concerns? We can help!  
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# Learn & Earn Providers

Below is a list of the 2025 Learn & Earn providers and what tiers they support.  
For more information on the areas they serve and worksites they have available, please visit our website:  
[jobs4summer.org](http://jobs4summer.org)

 <b>ARYSE</b> 6101 Penn Ave City Pittsburgh, PA 15206	 <b>AUBERLE</b> 1101 Hartman Street McKeesport, PA 15132	 <b>BLOOMFIELD GARFIELD CORPORATION</b> 113 N. Pacific Avenue Pittsburgh, PA 15224	 <b>BOYS &amp; GIRLS CLUB</b> 317 East Carson Street, West Tower Suite 238 Pittsburgh, PA 15219
 <b>BRADDOCK YOUTH PROJECT</b> 436 Grant St, Suite 119 Pittsburgh, PA 15219	 <b>CAFE MOMENTUM PITTSBURGH</b> 268 Forbes Ave Pittsburgh, PA 15222	 <b>COMMUNITY EMPWERMMENT ASSOCIATION</b> 7120 Kelly Street Pittsburgh, PA 15208	 <b>GARFIELD JUBILEE ASSOCIATION</b> 5323 Penn Ave. Pittsburgh, PA 15224
 <b>GOODWILL</b> 118 52nd Street Pittsburgh PA 15201	 <b>HOMELESS CHILDREN'S EDUCATION FUND</b> 1901 Centre Ave, Suite 301 Pittsburgh, PA 15219	 <b>HOMWOOD CHILDREN'S VILLAGE</b> 801 North Homewood Ave Pittsburgh, PA 15208	 <b>JEWISH FAMILY AND COMMUNITY SERVICES</b> 5743 Bartlett Street Pittsburgh, PA 15217
 <b>LATINO COMMUNITY CENTER</b> 5750 Baum Blvd. 2nd Floor Pittsburgh, PA 15206	 <b>THE LEGACY ARTS PROJECT</b> 7227 Tioga Street Pittsburgh, PA 15208	 <b>NEW CENTURY CAREERS</b> 305 Carson St Pittsburgh, PA 15219	 <b>NEIGHBORHOOD LEARNING ALLIANCE</b> 5429 Penn Ave Pittsburgh, PA 15206
 <b>PHASE 4 LEARNING CENTER</b> 5850 Centre Avenue Pittsburgh PA 15206	 <b>PITTSBURGH AREA COMMUNITY SCHOOLS</b> 3856 S. Water St Pittsburgh, PA 15203	 <b>PITTSBURGH PUBLIC SCHOOLS</b> 2323 Brighton Rd. Pittsburgh, PA 15212	 <b>TECH 25</b> 112 Joseph St Pittsburgh, PA 15210
 <b>YOUTH ENRICHMENT SERVICES</b> 6031 Broad St. Suite 202 Pittsburgh, PA 15206	 <b>YOUTH GUIDANCE</b> 137 Bridge St Homestead, PA 15120		

 Tier 1  Tier 2  Tier 3

## Auberle



1101 Hartman Street McKeesport, PA 15132  
Mon-Sat: 9am-5pm

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## Auberle: 412 Youth Zone



304 Wood Street  
Pittsburgh, PA 15222  
Mon-Fri: 10:30am-4pm

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## BLOOMFIELD GARFIELD CORPORATION



5321 Penn Avenue  
Pittsburgh, PA 15224  
Mon-Fri: 9am-5:pm

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## Boys & Girls Cub: Southside



317 East Carson Street, West Tower Suite 238  
Pittsburgh, PA 15219  
Mon-Fri: 10AM- 6:00PM

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## Boys & Girls Cub: Mckeesport



1305 5th Avenue  
McKeesport, PA 15132  
Mon-Fri: 10am-6pm

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## Boys & Girls Cub: Lawrenceville



4600 Butler Street  
Pittsburgh, PA 15201  
Mon-Fri: 10am-6pm

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## Boys & Girls Cub: Shadyside



6 Brownwell Place  
Pittsburgh, PA 15232  
Mon-Fri: 10am-6pm

APPLICATION SUPPORT  
CENTERS



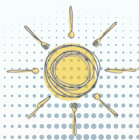
## Boys & Girls Cub: Downtown



933 Penn Avenue  
Pittsburgh, PA 15201  
Mon-Fri: 10am-6pm

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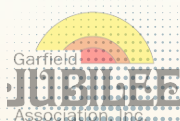
## Cafe Momentum



268 Forbes Ave  
Pittsburgh, PA 15222

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## Garfield Jubilee Association



5323 Penn Ave  
Pittsburgh, PA 15224

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## Goodwill of Southwestern Pennsylvania



118 52nd Street  
Pittsburgh, PA 15201  
Mon-Fri: 10am-5pm

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## Homeless Children's Education Fund



1901 Centre Ave, Suite 301  
Pittsburgh, PA 15219  
Mon-Fri: 8:30am-4:30pm

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## Homewood Children's Village



801 North Homewood Ave  
Pittsburgh, PA 15208  
Mon-Fri: 9am-5pm

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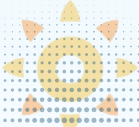
## Jewish Family and Community Services



5743 Bartlett Street  
Pittsburgh, PA 15217

APPLICATION SUPPORT CENTERS

## Latino Community Center



5750 Baum Blvd. 2nd Floor  
Pittsburgh, PA 15206  
Mon-Fri: 9am-5pm

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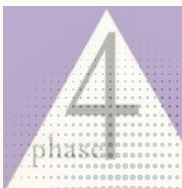
## Neighborhood Learning Alliance



5429 Penn Ave  
Pittsburgh, PA 15206  
Mon-Fri: 9am-6pm

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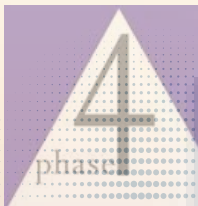
## Phase 4 Learning Center



5850 Centre Avenue  
Pittsburgh, PA 15206  
Mon-Fri: 8am-6pm

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## Phase 4 Learning Center: Baldwin



5121 Clairton Boulevard  
Pittsburgh, PA 15236

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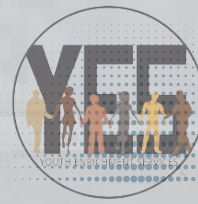
## Pittsburgh Public Schools: Start on Success



2323 Brighton Rd.  
Pittsburgh, PA 15212

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## Youth Enrichment Services



6031 Broad Street  
Pittsburgh, PA 15206  
Mon-Fri: 9am-5pm

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## Youth Guidance



137 Bridge St  
Homestead, PA 15120  
Mon-Fri: 9am-5pm

APPLICATION SUPPORT  
CENTERS

# Learn & Earn

## Summer Youth Employment Program



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. Because placements are not guaranteed, applicants are advised to complete applications as soon as possible for the best chance at a placement.

Any application updates will be sent via email to the email address 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 and Earn is made possible through a partnership between:*



**Questions or Concerns? We can help!**  
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