



YEAR-ROUND LEARN & EARN

FREQUENTLY ASKED QUESTIONS

GENERAL PROGRAM INFORMATION

What is Year-Round Learn & Earn?

Year-Round Learn & Earn is an expansion of the traditional Summer Learn & Earn program. It provides paid work experiences, career readiness training, mentorship, and workforce development opportunities for young adults throughout the school year.

The program is designed to help participants build workplace skills, explore careers, earn income, and connect to future education and employment opportunities.

Why is Learn & Earn expanding?

Research and local experience show that many young people need ongoing support beyond summer employment experiences.

Year-Round Learn & Earn helps participants:

- Build stronger workplace habits
- Gain more meaningful work experience
- Explore career pathways
- Connect to education and training opportunities
- Transition into unsubsidized employment

The program supports long-term economic mobility for youth from low-income households.

How is Year-Round Learn & Earn different from Summer Learn & Earn?

Summer Learn & Earn operates during the summer for approximately six weeks.

Year-Round Learn & Earn:

- Operates during the academic year (September – March)
- Provides longer-term work experiences
- Includes more intensive career readiness activities
- Creates stronger connections to credential training and employment
- Offers employer hiring pathways for eligible participants

Participants can participate in both Summer and Year-Round Learn & Earn.

How is Year-Round Learn & Earn different from my TANF or WIOA Youth program?

Year-Round Learn & Earn is designed to complement, not replace, TANF and WIOA Youth services. While TANF and WIOA provide ongoing case management, supportive services, and long-term workforce development, Year-Round Learn & Earn offers a structured paid work experience. Participants can be co-enrolled, allowing providers to use Learn & Earn as an additional work-based learning opportunity within a broader service strategy.

What are the program dates?

Year-round Learn & Earn program will run from September 14, 2026 – March 31, 2027. Youth can begin any time after September 14, 2026, and must complete it by March 31, 2027.

This structure is designed to complement students' academic schedules while providing meaningful work-based learning opportunities throughout the year. The final schedule is determined collaboratively between the employer, participant, provider, based on school schedules, worksite needs, and program guidelines.

Who can participate?

The program serves youth and young adults aged 16-23 living in the City of Pittsburgh who participated in at least one year of Summer Learn & Earn this summer or in the past or are a current or past participant in the TANF Youth Development Program (YDP), and who are deemed eligible via the applicable application process.

Can a youth participate in Year-Round Learn & Earn if they did not participate in Summer Learn & Earn?

Yes, in limited circumstances. Participants must have either completed at least one year of Summer Learn & Earn in the past or be a current or past participant in the TANF Youth Development Program (YDP). Youth who do not meet either of these criteria are not currently eligible for Year-Round Learn & Earn

How do youth get involved in the program?

At the end of Summer Learn & Earn, eligible youth will receive a text message with a link to confirm their interest in participating in the Year-Round program.

Once interest is confirmed, participants will receive access to available worksite opportunities that align with their assigned Track. Youth will review the opportunities and select their top 5 choices.

After selections are submitted, participants will be matched with a worksite and assigned to the corresponding provider. The provider will then contact the participant with onboarding information, program expectations, and next steps.

What are the deadlines for applying and onboarding?

Employers will receive a timeline outlining key deadlines for expressing interest, finalizing worksite details, completing onboarding requirements, and preparing participant placement.

Why is Year-round Learn & Earn only available to City of Pittsburgh residents?

Year-Round Learn & Earn is funded through a grant specifically designed to support youth living within the City of Pittsburgh. As a result, eligibility is limited to City residents to ensure the program aligns with the funder's goals and available resources. Summer Learn & Earn will continue to serve eligible youth throughout Allegheny County.

PROVIDER INVOLVEMENT

What is a provider and what role do they play in Year-Round Learn & Earn?

A provider is a community-based organization or program partner that supports participants throughout Learn & Earn. Providers help with:

- Participant case management
- monitor attendance and progress
- Retention support
- Career readiness activities to prepare youth for work
- Communication with employers and families
- Outreach and recruitment of employers

Will providers have the same responsibilities in Year-Round Learn & Earn as they do in Summer Learn & Earn?

Yes. Providers will continue to play a critical role in supporting participants and ensuring successful program implementation. Core responsibilities include:

- Distributing transportation assistance (bus passes) to participants
- Reviewing and approving participant timesheets in a timely manner
- Developing and maintaining employer and worksite partnerships
- Monitoring participant attendance, performance, and progress
- Providing ongoing support to help participants remain engaged and successful
- Delivering work readiness support as needed, including topics such as workplace expectations, organizational policies, dress code, timekeeping, ADP payroll procedures, communication skills, and other employment-related expectations

While some program activities may be adapted to fit the school-year schedule, providers should expect a level of involvement similar to Summer Learn & Earn. Providers are encouraged to tailor work readiness activities to meet the needs of their participants and employers throughout the program.

How will providers be selected?

Partner4Work will prioritize providers with demonstrated success in:

- Youth employment programs
- Work-based learning
- Workforce development
- Participant retention
- Community engagement

Existing Learn & Earn provider performance and capacity will be important considerations.

How much funding is available to support providers?

Providers will receive up to \$600 per participant to support recruitment, enrollment, placement coordination, participant support, and other program-related activities. In addition, providers will receive a separate allocation for transportation assistance to ensure participants can reliably

travel to and from their worksites. This funding is intended to help offset the costs of delivering high-quality year-round programming and participant support.

PARTICIPANT TRACKS, HOURS & SCHEDULES

What is the difference between the 16–17 and 18–23 age groups?

Year-Round Learn & Earn uses a two-track model to support participants based on their age, experience, and career readiness:

- Track One (ages 16–17): up to 12 hours per week
- Track Two (ages 18–23): up to 20 hours per week

How is a participant assigned to their Track?

Track assignments are made based on the youth's age as of September 10, 2026.

What is Track One?

Track One serves youth ages 16-17.

The focus is on:

- Career exploration
- Workplace readiness
- Professional skills development
- Exposure to different industries

Participants work:

- Up to 192 total hours (not exceed 12 hours per week) at \$12 per hour

What is Track Two?

Track Two is designed to provide participants with opportunities to directly apply their skills in a work setting.

Participants who have already earned an industry-recognized credential will be placed at worksites aligned with their credential area, allowing them to gain relevant work experience in their field of training.

Participants who have not yet earned an industry-recognized credential will be placed in employment opportunities that align with their existing skills, experience, and career interests, enabling them to build valuable workplace experience while continuing to develop their skills.

Examples of credentials include (not limited to):

- HS Diploma/GED/HiSET
- OSHA 10/30
- ServSafe Food Protection Manager

- Certified Nursing Assistant (CNA)
- CompTIA A+
- AWS Certified Welder
- NCCER credentials
- Microsoft Office Specialist (MOS)
- CPR/First Aid (depending on how your program defines recognized credentials)

The focus is on:

- Applying existing skills
- Industry-specific work experiences
- Career advancement
- Employment placement

Participants work:

- Up to 320 total hours (not exceeding 20 hours per week) at \$15 per hour

Employers are encouraged to hire participants after the subsidized work experience ends.

Can providers serve youth in both Track One and Track Two?

Yes, if your organization has partnerships with employers who have opportunities for participants in both tracks, you can serve both tracks.

What days and times are youth available, given school schedules?

Participant availability will vary depending on school, training, and transportation schedules. In general, Year-Round Learn & Earn placements are designed to occur during traditional work hours, after-school, evening, and weekend hours where appropriate.

Work schedules will be determined between the Provider and the Employer. Work hours will not interfere with school schedules or other academic commitments.

Employers will receive availability information for matched participants before placement begins.

MATCHING & PLACEMENT

How many participants can an employer host?

How many participants an employer hosts is up to the employer and the opportunities they have. These opportunities should be robust and valuable for the youth.

How does the participant/worksite matching process work?

1. Employer is approved and job opportunities are defined
2. Youth Rank their preferred job opportunities

3. Partner4Work and providers review participant information and identify youth who are a good fit based on scheduling, interests, readiness, geographic location and placement requirements
 - a. Employers may receive participant information in advance depending on the placement model.
4. Partner4Work will make the final placement with the provider and employer.

Can participants work at the same worksite as they did during the Summer Learn & Earn?

Possibly. If the employer is continuing into the Year-Round Learn & Earn program, there may be the opportunity for youth to continue employment with them after the summer.

What skills, training, or certifications do participants receive before placement?

Participants will have completed at least one prior Learn & Earn experience or be a current or past participant in the TANF Youth Development Program (YDP), and many will have already received foundational work-readiness support. Additional preparation may vary by provider and placement type and can include workplace expectations, communication, professionalism, and other job-readiness support. If a placement requires specific training, Partner4Work can discuss whether that can be supported in advance.

What level of workplace readiness can I expect?

All participants will have either successfully completed at least one summer of Learn & Earn or participated in the TANF Youth Development Program (YDP), where they received foundational work readiness training and work experience. Experience includes professionalism, communication, teamwork, time management, problem-solving, workplace expectations, and other essential employability skills. While participants will have varying levels of experience, they will enter the program with a shared foundation in workplace readiness.

Can a participant be replaced if they leave the program?

Yes. If a participant leaves the program before completing their work experience, the provider and Partner4Work will evaluate whether a replacement can be made. Replacement participants are subject to availability and must be an appropriate match for the position based on skills, interests, location, and the amount of time remaining in the program.

PAYROLL, WAGES & COSTS

Are participants paid?

Yes, participants earn wages throughout the program.

Track One: \$12/hour - Approximately \$2,304 over the course of the program

Track Two: \$15/hour - Approximately \$4,800 over the course of the program

Can a worksite pay a young person more than Learn & Earn does?

Partner4Work will reimburse wages up to the established hourly wage and maximum hours:

- Track One: Up to 192 hours over the program at \$12.00 per hour
- Track Two: Up to 320 hours over the program at \$15.00 per hour

Employers can pay participants a higher wage or allow them to work additional hours. Any wages or hours above the program limits are the responsibility of the employer or provider and will not be reimbursed by Partner4Work. Participants may not be paid less than the hourly wages listed above.

How are participants paid?

Participant wages are processed through Partner4Work's centralized payroll system. Participants will have the option to receive their pay through direct deposit or an ADP Wisely Card.

Participants must accurately submit timesheets and follow payroll procedures.

Are participant wages subsidized?

Yes, during the program period, participant wages are supported through program funding.

For participants hired after the program, employers assume responsibility for wages and employment costs.

Are participants employees of the host employer or the program?

Partner4Work serves as the employer of record for all Year-Round Learn & Earn participants. Partner4Work is responsible for all employer-of-record responsibilities such as payroll, tax reporting, and workers' compensation coverage. Employers provide the day-to-day work experience, supervision, and mentorship but are not considered the participant's employer.

PROGRAM OUTCOMES

What results is the program hoping to achieve?

Year-Round Learn & Earn aims to:

- Serve 350 youth annually
- Achieve an 80% completion rate
- Deliver more than 86,000 hours of paid work experience
- Increase career readiness skills
- Connect participants to education and training pathways
- Increase employment opportunities
- Improve long-term economic mobility

How will success be measured?

The program uses:

- Attendance and payroll data
- Pre- and post-assessments
- Employer evaluations
- Participant surveys
- Employment tracking

- Wage record matching
- Credential attainment data

These measures help ensure continuous improvement and accountability.

HR, SAFETY & COMPLIANCE

Are there restrictions on the types of work participants can perform?

Yes. Participants may not perform duties that are considered hazardous or prohibited under program policy. This includes, but is not limited to, working around bodies of water, operating heavy machinery or power tools, or performing other high-risk tasks. A complete list of prohibited activities will be provided to participating employers prior to the start of the program.

What should providers do if an employer reports an HR or workplace issue?

If an employer raises an HR or workplace issue involving a participant, providers should work with the employer to address the situation promptly while keeping Partner4Work informed. All incidents must be documented by completing an Incident Report in Salesforce within 24 hours of becoming aware of the issue.

Providers should notify Partner4Work as soon as possible, especially for serious concerns such as safety issues, harassment, discrimination, workplace misconduct, injuries, or situations that may result in a participant's removal from the worksite. Partner4Work will work with the provider to determine the appropriate next steps and ensure the issue is handled consistently and in accordance with program policies.

BRANDING AND MARKETING

What is the official name of the program?

The program should always be referenced as “Year-Round Learn & Earn”. The dash (-) and ampersand (&) should always be included. The official Acronym is “YRLE”.

Is there a Year-Round Learn & Earn logo?

Yes. The logo looks very similar to the Summer Learn & Earn logo but the banner reads “Pittsburgh Employment Program”.

PROGRAM END

What happens after the program ends?

Program outcomes vary by participant, but possible next steps include:

- Employment with a host employer
- Enrollment in occupational training
- Industry credential programs
- Postsecondary education

- Apprenticeships
- Additional Partner4Work workforce services
- Enrollment in Summer Learn & Earn

Will employers hire participants after the program?

We encourage employers to hire participants who demonstrate strong performance and are a good fit for their organization. If an employer decides to offer a participant employment, notify the provider so they can coordinate with Partner4Work to transition the participant off the program payroll. The employer can then complete their normal hiring and onboarding process.

The goal is to create direct pathways to unsubsidized employment whenever possible.

ONBOARDING AND NEXT STEPS

Who should I contact for more information?

For program updates, enrollment information, provider opportunities, and employer partnerships, contact Partner4Work at summer@partner4work.org