Emerging Leaders Program
Penn Hills High School

Apply NOW for 2020-2021! Limited spaces!

What is the Emerging Leaders Program (ELP)?
ELP is a FREE program for low-income high school seniors that are no older than 18 years of age at East Allegheny, McKeesport Area, Penn Hills, West Mifflin Area, and Woodland Hills High Schools. It provides students guidance in planning and preparing for life after high school.

Program Structure

- ELP participants will attend a session every day for a 40 minute period during the school day. Staff also support students by meeting with them one on one through- out each month, also during school hours.

- Students receive help with post-graduation goals, career planning, and college/post secondary training preparation.

- Features career exploration, job shadowing, job/school/training searches, field trips to various job sites and schools, and more.

- Students will earn a modest incentive periodically based on participation and goal completion throughout the school year and post-graduation.

Turn over for more information on how to apply!

Send Application To:
Human Services Center Corp.
Leah O'Reilly
Emerging Leaders Program
519 Penn Avenue
Turtle Creek, PA 15145

Call: 412-829-7112

Text or Call:
Ms. Taylor
512-743-7800

Visit Us At:
Human Services Center Corporation
413 Penn Avenue
Turtle Creek, PA 15145
www.hssc-mvpc.org

facebook.com/
humanservicescenterturtlecreek

United Way IMPACT FUND AWARD FOR EXCELLENCE
Eligibility Requirements

To participate in the Emerging Leaders Program, the youth (and their legal spouse and/or children, if applicable) must provide verification that their personal monthly gross earned income does not exceed 235% of the FPIG.

<table>
<thead>
<tr>
<th>Household/Family Size</th>
<th>235% (Annual)</th>
<th>235% (Month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>29,966</td>
<td>2,499</td>
</tr>
<tr>
<td>2</td>
<td>40,514</td>
<td>3,376</td>
</tr>
<tr>
<td>3</td>
<td>51,042</td>
<td>4,254</td>
</tr>
<tr>
<td>4</td>
<td>61,570</td>
<td>5,131</td>
</tr>
<tr>
<td>5</td>
<td>72,098</td>
<td>6,008</td>
</tr>
<tr>
<td>6</td>
<td>82,626</td>
<td>6,886</td>
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<tr>
<td>7</td>
<td>93,154</td>
<td>7,763</td>
</tr>
<tr>
<td>8</td>
<td>103,682</td>
<td>8,640</td>
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<tr>
<td>9</td>
<td>114,210</td>
<td>9,518</td>
</tr>
<tr>
<td>10</td>
<td>124,738</td>
<td>10,395</td>
</tr>
</tbody>
</table>

*Household Income Eligibility Standards subject to change.*

What do we need from you?

- Completed 2020-2021 ELP Application
- A copy of student’s birth certificate
- A copy of student’s signed social security card
- A copy of the student’s most recent report card
- Proof of student income if student is employed (such as one MOST RECENT pay stub)

*The applicant MUST have enough credits to graduate high school on time!!

Send Application To:
Human Services Center Corp.
Leah O'Reilly
Emerging Leaders Program
519 Penn Avenue
Turtle Creek, PA 15145

Call: 412-829-7112

Text or Call:
Ms. Taylor
512-743-7800

Visit Us At:
Human Services Center Corporation
413 Penn Avenue, 2nd Floor
Turtle Creek, PA 15145
www.hscct-mvpc.org

facebook.com/humanservicescenterturtlecreek
2020 – 2021 Emerging Leaders Program (ELP) Application

The following information and requested supporting documents are required to determine eligibility for the student to participate in the Emerging Leaders Program. Please print all information clearly. Failure to complete this application correctly and fully could result in the student not being accepted into the Emerging Leaders Program. All information will be kept confidential. All releases MUST be signed by the appropriate persons.

Student's First and Last Name: _______________________________ Birthdate: _______________ Age: _____________

Student's Social Security#: ___________________ Grade in 2020-2021 School Year: ______ Name of School in Fall 2021: ________________

Street Address: _______________________________ Apartment # (if Applicable): ___________________________

City: _______________________________ State: ___ Zip Code: ______ Student's E-mail Address: __________________________

Home Phone #: _______________________________ Student's Cell # (if Applicable): __________________________

Student's Facebook Name: _______________________________ Student's Facebook Email Address: __________________________

Sex: ☐ Male  ☐ Female  If male, and 18 years of age, have you enrolled in selective service? ☐ Yes  ☐ No  ☐ Not applicable

Is English the student’s primary language?  ☐ Yes  ☐ No

Is the student a U.S. citizen? ☐ Yes  ☐ No  Is the student a migrant? ☐ Yes  ☐ No

Can you provide proof of income? ☐ Yes  ☐ No  Ethnicity: ☐ Hispanic/Latino  ☐ Non Hispanic/Latino

Race: ☐ Black/African American  ☐ White  ☐ Biracial  ☐ American Indian or Alaska Native  ☐ Asian  ☐ Native Hawaiian or other Pacific Islander

Medical Conditions and History (Please check all that apply):
☐ ADD or ADHD  ☐ Autism  ☐ Black-outs  ☐ Hemophilia  ☐ Sickle Cell  ☐ Diabetes  ☐ Depression
☐ Epilepsy  ☐ Kidney Trouble  ☐ ODD  ☐ Speech Problems  ☐ Dyslexia

☐ Other Mental and/or Physical Disabilities/Needs ________________________________

Does student have any mental and/or physical limitations that would impede them from work and/or future schooling/training?  ☐ Yes  ☐ No  If yes, please explain: ________________________________

*Failure to disclose the student’s health conditions will be grounds for immediate removal from the Program.

**For internal/office use only:

Date application received: ___________________________
Letter sent stating received application and may or may not need documents: ☐
Most recent/FINAL pay stub received: ☐ or ☐ N/A
Confirmation from school that student is on track to graduate: ☐
Fully Enrolled: ☐ Database: ☐ Individual File: ☐

EA Site #: ____________________ McK Site #: ____________________ WM Site #: ____________________ WH Site #: ____________________ PH Site #: ____________________

TURN OVER→
Emerging Leaders Program
Client Data Form I

Is/are the student’s legal guardian(s) someone other than the biological parent(s)?  □Yes  □No

If yes, what is their relation to the student? __________________________

Is the student homeless? □Yes  □No

Is the student a foster child? □Yes  □No

Has the student ever been a foster child? □Yes  □No

Has the student aged out of the foster care system? □Yes  □No

Does the student have an IEP (Individualized Education Plan)? □Yes  □No

Does the student have a GIEP (Gifted Individualized Education Plan)? □Yes  □No

Does the student have enough credits to graduate high school on time? (This will also be confirmed by a school official.) □Yes  □No

Has the student ever failed a grade level in school? □Yes  □No

Is school attendance an issue for the student? □Yes  □No

Has the student been suspended from school at any time? □Yes  □No

Has the student ever been expelled from school? □Yes  □No

Is the student a child of an incarcerated parent(s)?  □Yes  □No

Is the student a criminal offender? □Yes  □No

Is Mother/Guardian registered to vote? □Yes  □No  □N/A

Is Father/Guardian registered to vote? □Yes  □No  □N/A

Is the student a parent and/or pregnant? □Yes  □No

Is the student any of the following? □Criminal Offender □Adjudicated □Runaway □Court Involved or at-risk of Court Involvement

How did the student hear about ELP? □Mailed Application □School Presentation □Another Student □ELP Staff □School Staff
□Other: ________________________
Human Services Center Corp.
Westinghouse Valley Human Services Center
519 Penn Avenue, Turtle Creek, PA 15145-2057
(412) 829-7112 Fax (412) 829-4363
Website: www.hsccl-mvpc.org

Emerging Leaders Program
Client Data Form II

Does the student and/or parent/guardian receive Temporary Assistance for Needy Family (TANF) Cash Assistance? ☐ Yes ☐ No
If "yes" please provide: TANF Start Date: ___________________________________________
TANF Category: ☐ C – Absent or Incapacitated Parent ☐ D – General Assistance
Case #: ___________________________ Monthly Grant Amount: $____________________

Does the student and/or parent/guardian receive SNAP Benefits (Food Stamps)? ☐ Yes ☐ No

Does the student and/or parent/guardian receive Supplemental Security Income through Department of Public Welfare (SSI – Title XVI)? ☐ Yes ☐ No
If “yes”, Category: ☐ J – Disabled ☐ A – Aged ☐ M – Blind

Does the student receive Free or Reduced Price School Lunch? ☐ Yes ☐ No

Does the parent and/or student possess an ACCESS card? ☐ Yes ☐ No
If parent/guardian has ACCESS card please list the number: ________________________________
If student has ACCESS card please list the number: ________________________________

If applicable, please list parent/guardian’s County/RN #: ________________________________

Does your family live in subsidized, Section 8, or any other form of public/subsidized housing? ☐ Yes ☐ No

What is the Family Type? ☐ Single parent/female ☐ Single parent/male ☐ Two-parent ☐ Student lives independently ☐ Other

Income eligibility is based on household size and included household income. List everyone who currently resides in your household. If you need additional space, please continue on the bottom:

<table>
<thead>
<tr>
<th>Household Member First and Last Name</th>
<th>Relationship</th>
<th>Income for Last 6 Months</th>
<th>Source of Income (Employer wages should be GROSS wages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELF (STUDENT)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of people in household: ____________________
Total household GROSS income for last 6 months: ____________________
Total student GROSS income for last 6 months: ____________________
Mother's/Legal Guardian's Name: ____________________________________________

Mother's/Legal Guardian's Maiden Name: __________________________________

Mother's/Legal Guardian's Address: ________________________________________

Is student living with Mother/Legal Guardian? ☐ Yes ☐ No

Is English the primary language for Mother/Guardian? ☐ Yes ☐ No

Mother's/Legal Guardian's Home Phone: ___________ Mother's/Legal Guardian's Cell Phone: ___________

Mother's/Legal Guardian's Work Phone: ___________ Mother's/Legal Guardian's Email Address: ___________

Mother's/Legal Guardian's Birthdate: _______________ Mother's/Legal Guardian's Social Security #: ____________

Father's Name/Legal Guardian: ____________________________________________

Father's/Legal Guardian's Address: ________________________________________

Is student living with Father/Legal Guardian? ☐ Yes ☐ No

Is English the primary language for Father/Guardian? ☐ Yes ☐ No

Father's/Legal Guardian's Home Phone: ___________ Father's/Legal Guardian's Cell Phone: ___________

Father's/Legal Guardian's Work Phone: ___________ Father's/Legal Guardian's Email Address: ___________

Father's/Legal Guardian's Birthdate: _______________ Father's/Legal Guardian's Social Security #: ____________

Emergency Contact (OTHER THAN PARENT/GUARDIAN): ________________________________

Relationship to Applicant: ________________________________________________________

Contact Cell Phone: _______________________________ Contact Home Phone: __________________________
Emerging Leaders Program

PARENTAL CONSENT FORM

I grant permission for my son/daughter ____________________________ to participate in all scheduled activities of the Emerging Leaders Program. In addition, I grant authorization for my son/daughter to be taken off-site by the Human Services Center Corporation staff for field trips and other special events. I release the Human Services Center Corporation and its insurers from any and all liability, claims, causes of action, damages, cost expenses or demands of any kind which may arise in connection with his or her participation in the activities of the Program.

Occasionally, Emerging Leaders Program staff members wish to photograph, videotape, or otherwise record the activities of Program participants for the purpose of recording, promotions, and reporting outcomes of the Program. We sometimes provide local newspapers with information about the Emerging Leaders Program participants, such as the student’s name, grade, school district, and what the student has done during the Program.

I hereby give permission for my child to be photographed, videotaped, or otherwise have their image or voice recorded, in connection with the Emerging Leaders Program. I allow the Human Services Center Corporation to use the photographed, videotaped, and/or recorded materials in any publications, promotional materials, reports, social media, websites, CD’s, DVD’s, other media for publicity, reporting purposes, or in any other non-commercial manner that it chooses. I hereby waive and release any rights that I may have to the said videotaped, recorded, and/or photographed materials.

I further grant permission for the Human Services Center Corporation to provide local media and foundations with information about my child. Moreover, I release the Human Services Center Corporation and its insurers from any and all liability, claims, causes of action, damages, cost expenses or demands of any kind which may arise in connection with his or her participation in the activities of this after-school program.

__________________________________
Name of Student

_________________________   _______________________
Signature of Student          Date

_________________________   _______________________
Signature of Parent/Guardian (if applicant is <18 years old)          Date
Emerging Leaders Program
PERMISSION FOR MEDICAL TREATMENT AND RELEASE

I wish to have my child, ________________________, participate in the Emerging Leaders Program. I understand that there are risks and hazards, in addition to benefits, associated with my child’s participation. I, on behalf of myself, my child, our heirs, executors, administrators, and other personal representatives, do hereby irreversibly and unconditionally remise, release, settle, compromise and forever discharge any and all manner of suits, actions, causes of action, damages and claims, known and unknown, that I or my child, have or may have against the Emerging Leaders Program and the Human Services Center Corporation arising from or connected with my child’s participation in the Program, including the securing of medical treatment for my child.

I give permission for the Emerging Leaders Program and Human Services Center Corporation to secure medical treatment for my child in the event that such treatment is required during my child’s participation in the Program. I will be financially responsible for the cost of such treatment. The Commonwealth of Pennsylvania’s laws apply to this Permission for Medical Treatment and Release. This release will remain valid and binding from the beginning to the end of the Program.

I have read and understand the terms of this release. I sign this document voluntarily, knowing that I am legally bound by it. I am over eighteen years of age, and competent to sign this document. I release the Human Services Center Corporation and its insurers from any and all liability, claims, causes of action, damages, cost expenses or demands of any kind which may arise in connection with his or her participation in the activities of this program.

________________________________________
Name of Student

________________________________________
Signature of Student

________________________________________
Date

________________________________________
Signature of Parent/Guardian (if applicant is <18 years old)

________________________________________
Date
Emerging Leaders Program

AUTHORIZATION FOR SHARED INFORMATION

I hereby give permission to the Human Services Center Corporation to share information on my child, ____________________________, with funders, places of employment, school district personnel, emergency care providers, counselors, medical professionals, mental health therapists, and other human service agencies on an as-needed basis. All information will be kept strictly confidential.

I authorize and instruct the Emerging Leaders Program to obtain my son/daughter's report card, attendance records, work records, assessment tests including but not limited to the Keystone, PSSA, Terra Nova, 4Sight, DIBELS, OLSAT test scores, and diploma and/or final transcript for the purpose of tracking academic and overall progress. In addition, I do hereby approve and instruct my child's school and/or district to release to the Human Services Center Corporation any pertinent and/or necessary behavioral reports of my son/daughter for the purpose of mandatory tracking and reporting.

I release the Human Services Center Corporation and its insurers from any and all liability, claims, causes of action, damages, cost expenses or demands of any kind which may arise in connection with his or her participation in the activities of the Program.

__________________________________________  ______________________
Signature of Student                           Date

__________________________________________  ______________________
Signature of Parent/Guardian (if applicant is <18 years old)  Date

Name of Student: ______________________________

Name of School and District Attended during 2019-2020 School Year: ______________________________

Name of School and District Attending in 2020-2021 School Year: ______________________________

**Please use the checklist below to ensure you have turned in all necessary information.**

Application Checklist:

☐ Completed 2020-2021 ELP Application
☐ A copy of student's birth certificate
☐ A copy of student's signed social security card
☐ A copy of the student's most recent report card
☐ Proof of student income if employed (MOST RECENT pay stub)
Emerging Leaders Program

APPLICANT 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 information, and that I may have to provide documents to support this application. I am also aware that I am subject to immediate termination if I am found ineligible after enrollment and may be prosecuted for fraud and/or perjury.

I allow the release of this information for verification and reporting purposes and understand that it be used to determine eligibility.

_________________________________________  ____________________________
Signature of Applicant                       Date

_________________________________________  ____________________________
Signature of Parent or Guardian (if applicant is <18 years old)  Date

Authorized Staff Certification
I have reviewed all of the above information supplied by the applicant and have found it to be a reasonable representation of the individual's status at the time of the interview.

_________________________________________  ____________________________
Signature of Certifier                       Date
Partner4Work
Media RELEASE FORM

☐ I hereby give Partner4Work permission, with respect to any photographs, images, or voice recordings that it, through its contractor employees or agents, takes of me or in which I may be included with others:

(a) to use, re-use, publish, and republish the same, in whole or images, individually or in conjunction with other photographs, in any medium for the purpose of promoting Partner4Work or its funded programs.

(b) to use my name in conjunction therewith, if Partner4Work, through its contractor employees or agents, so chooses.

OR

☐ I hereby deny Partner4Work permission to use, re-use, publish, or republish photographs, images, or voice recordings taken of me or in which I may be included with others.

UNDER 18 YEARS OF AGE

______________________________________
Applicant Signature

______________________________________
Name of Applicant (Printed)

______________________________________
Signature of Parent/Guardian

______________________________________
Name of Parent/Guardian (Printed)

______________________________________
Date

______________________________________
Home Address

______________________________________
Telephone #

Contractor Witness: 

______________________________________
Signature

______________________________________
Name (Printed)

Rev. 2/24/17
Youth Workforce Development Program Signature Page

Instructions: Please read the statements below and acknowledge by signing in the appropriate places. If you are under 18, you must obtain the signature of a parent or guardian. Note: This document must be retained in the Applicant/Participant file.

GRIEVANCE STATEMENT

PARTNER4WORK has established and maintains a grievance procedure for grievances or complaints about its programs and activities. All applicants and participants of the employment and training programs offered by Partner4Work are entitled to take advantage of this procedure. Initially you should attempt to resolve your complaint informally at the agency/department/training institution where you are placed. If the complaint cannot be resolved at this level to your satisfaction, you may file a complaint in writing summarizing your issue to:

Program Evaluation Manager
Partner 4 Work
Centre City Tower, Suite 2600
650 Smithfield St., Pittsburgh PA 15222

Program Evaluation Manager reviews and/or investigates the complaint in an effort to reach an informal resolution. If an informal resolution cannot be reached, a formal hearing will be provided within 30 days of original filing date. A written decision will be rendered to all parties within 30 days of hearing.

I have read and understand the above statement and acknowledge so with my signature.

[Signature]

Applicant/Participant Signature Date

(required if applicant is under 18 years of age)

[Signature]

Parent or Guardian Signature Date

[Signature]

Staff Member as Witness Date

EQUAL OPPORTUNITY IS THE LAW

CIVIL RIGHTS STATEMENT

Partner4Work and its agents, partners, and affiliates do not discriminate on the basis of race, color, religion, religious creed, sex, sexual orientation, gender identity, national origin, ancestry, marital status, age or non-job-related disability as required by federal, state, and local law.

Here is some information about your CIVIL RIGHTS UNDER FEDERAL LAW. Partner4Work is prohibited from discriminating on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship, or participation in federally funded programs, as amended in admission or access to, opportunity or treatment, in, or employment in the administration of or in connection with any federally funded activity. If you think that you have been subjected to discrimination under a federally funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with the U.S. Department of Labor and Industry's (L&I) Office of Affirmative Action (OAA), or you may file a complaint directly with the Director, Civil Rights Center (CRC), U.S. Equal Employment Opportunity Commission, 1314 East-West Highway, Silver Spring, MD 20910. If you elect to file your complaint with the Office of Affirmative Action, you must wait until the Office of Affirmative Action issues a decision or until 60 days have passed, whichever is sooner, before filing with the CRC (see above address). If the OAA has not provided you with a written decision within 60-days of filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with CRC within 30-days of the expiration of the 60-day period. If you are dissatisfied with the OAA's resolution of your complaint, you may file a complaint with CRC. Such a complaint should be filed within 30-days of the date you receive notice of the OAA's proposed resolution. If you have any questions, regarding YOUR CIVIL RIGHTS, or to file a discrimination complaint, please contact: The Department of Labor and Industry, Office of Equal Opportunity – Room 514, Labor and Industry Building, Seventh and Forster Streets, Harrisburg, Pennsylvania 17120. Or Call (717) 787-1182 or 1-800-522-5422 or TDD 1-800-654-5984. Also, a complaint can be filed by phone or in person at the local office. U.S. Equal Employment Opportunity Commission, 1000 Liberty Ave., Suite 1112, Pittsburgh, PA 15222. For general inquiries or to begin the process of filing a complaint of discrimination, call 1-800-669-4000. All complaints will be handled confidentially.

Statement of Receipt: I hereby certify that I have received, read and understand my rights under law and acknowledge this with my signature.

[Signature]

Signature of Participant Date Witnessed by TANF Representative Date
Release of Information - Participant Consent Form

Participant Name ___________________________ Date of Birth ___/___/___

Social Security Number __________ __________

ISY/OSY Service Provider ___________________________

Provider Address ___________________________ City __________ State ___

I hereby authorize ___________________________ as well as Partner4Work to request and/or disclose my personal
(TANF Service Provider)
data (including name, address, social security number, status in the program) Allegheny County Assistance Office, Allegheny County Department of Human Services, training institutions/schools or prospective employers, as deemed necessary for my participation in a TANF/WIOA program. I realize this information will be shared in the interest of providing the most appropriate services for me. I also give permission to including but not limited to; Allegheny County Assistance Office, Allegheny County Department of Human Services, training institutions/schools, or current, past, and prospective employers as it relates to my participation in a TANF/WIOA program; to release the following information to ___________________________ as well as Partner4Work:

<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>Public Assistance Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Start Date</td>
<td>Residency</td>
</tr>
<tr>
<td>Job Title</td>
<td>Citizenship</td>
</tr>
<tr>
<td>Last Date of Employment</td>
<td>Family Size</td>
</tr>
<tr>
<td>Hourly Wage</td>
<td>Amount of Family Income</td>
</tr>
<tr>
<td>Reason for Termination</td>
<td>Public Assistance Eligibility and Benefits Received</td>
</tr>
<tr>
<td></td>
<td>Disability Status</td>
</tr>
</tbody>
</table>

Secondary and Post-Secondary Education Verification Including:

- Copy of a GED
- Copy of a Secondary School Transcript / Report Card or Post-Secondary Transcript
- Copy of a High School Diploma

I have read this form, and/or had it explained to me and I understand its contents.

I release __________________________________ from all legal responsibility or liability for disclosure of the above information (TANF Service Provider)
to the extent that the information was used for its stated purpose. I understand the release of my personal data will be used for my benefit, for program tracking and reporting purposes and will not be shared with any entity for any other purpose.

Signature of Participant ___________________________ Date __________
Parent or Guardian Signature ___________________________ Date __________

(required if applicant is under 18 years of age.)

Staff Name ___________________________ Staff Signature ___________________________ Date __________

Note: This document must be retained in the Applicant/Participant file.