

# Chicago Housing Authority 2017 Summer Paid Youth Opportunities

## Online Application Quick Reference Guide



Welcome to the Chicago Housing Authority (CHA) Summer Paid Youth Opportunities Application! The application is a fast and easy way for CHA youth to search and apply online for academic and career exploration programs offered during the summer. The purpose of this Quick Reference Guide is to provide applicants guidance on how to apply for CHA summer paid youth opportunities via the online application.

### Getting Started:

In order to apply to CHA paid summer youth opportunities, you must first login to the application and verify CHA residency.

- To do this, enter the URL <https://youth.thecha.org> into your browser's address bar to access the application home page. Login to the application using the:
  - Applicant's Client ID number
  - Last 4 digits of Head of Household's Social Security Number (SSN)
  - Applicant's Date of Birth (DOB)
- Enter text into all required fields and click the **Sign In** button
  - Date of birth should be entered in MM/DD/YYYY format e.g. 01/22/2000
  - If you are unsure of the information requested, it is recommended that you check with your parent/guardian or, in some cases, your Property Manager, FamilyWorks provider or HCV Satellite Office for assistance



Thank you for your interest in Chicago Housing Authority Summer Youth Opportunities! Below is a list of opportunities which are available this summer along with important information for completing the online application:

Please note: Unfortunately, you will not be able to save your application and go back to it at a later time. Please be prepared to complete your application in one session. Also, program selection cannot be changed after you have submitted your application, therefore it is imperative that you complete the application themselves or along with a parent/other adult. Finally, applying for a summer opportunity does not guarantee participation in a program. Youth will be placed in a lottery and selected to attend an interview or orientation based on number of slots available. Only youth selected for a program will be contacted.

PROGRAM NAME	DESCRIPTION	AGE OR GRADE	DEADLINE TO APPLY
BMO Harris Bank Be Your Own Boss Program	This program is designed to teach current high school sophomores and juniors the innovative skills needed to create a unique personal business venture. DePaul University's Management & Entrepreneurship Department will help participants manage an entry level business through a technology and entrepreneurship focused team building and public speaking skills, visit with local business owners, franchisees and learn what it takes to become an entrepreneur. The program is for six weeks and participants can earn a stipend up to \$800.	Sophomores and Juniors in High School	April 30, 2017
CHA Program in Games & Graphic Design	In this program, participants will be pushed to develop their creative voices to offer change and introduce ideas to others. We will focus on providing and self-education to create graphic design, games and interactive experiences. The program is for six weeks and participants can earn up to \$800.	Juniors and Seniors in High School	April 30, 2017
Chicago Public Department Neighborhood Youth Corps	The Chicago Public Department Neighborhood Youth Corps introduces students, ages 15 - 19, to careers in law enforcement and offers positive interaction with police officers. The program features field trips, community service projects, and ongoing training with police, firefighters, and other professionals, and participate in group discussions on relevant social issues. The program is for six weeks and participants can earn a stipend up to \$500.	Ages 15 - 19	April 30, 2017
Documentary Filmmaking Program for Girls	With the help of DePaul University faculty and guest professional filmmakers, high school girls, sophomores and juniors, receive instruction and training on how to produce a video illustrating pressing social issues. During the program, participants will explore visual storytelling and gain experience in camera operation, production sound, lighting, and video editing. The program is for six weeks and participants can earn a stipend up to \$800.	Female Sophomores and Juniors in High School	April 30, 2017
Learn and Earn	Learn and Earn aims to prevent summer learning loss through engaging academic enrichment and career exploration activities at college campuses across the city. Participants, ages 13 - 19, explore future careers, develop the knowledge and confidence to achieve their education and career goals, learn from guest speakers, and take field trips to have fun and learn something new. The program is for six weeks and participants can earn a stipend up to \$500.	13-19	April 30, 2017
Museum and Public Art Internship	Participants in this program will work alongside talented leading artists and museum staff to explore the Smart Museum of Art collection as a requirement to their organization of architecture, design, and public art. They will visit with many arts and community development organizations to research the histories and current context of the surrounding neighborhoods. This will research will then form the basis for the participants' own responses and the creation of public artwork. The program is for six weeks and participants can earn up to \$1000.	Sophomores and Juniors in High School	April 30, 2017
Safe Summer Peace Ambassador	The Safe Summer Peace Ambassador program teaches students, ages 14 - 18, to take an active role in reducing violence in their communities by promoting activities focused on individual reflection, talking circles and conflict resolution. Students are also trained to serve as peace Ambassadors and learn to engage children, ages 9-12, in positive activities in communities across the city. Participants must have a current physical and TB test before the start of the program and earn a wage of \$10 per hour for up to 16 hours per week. The program is for six weeks.	14-18	April 30, 2017
STEM Camp	STEM Camp combines instruction with fun and hands-on activities focused on Science, Technology, Engineering and Math (STEM) held at the University of Illinois at Chicago (UIC) campus. STEM Camp is designed to help current high school seniors & juniors prepare for career opportunities and future study in the STEM fields. In addition, students work with their parents on research projects and can take field challenges and experience field college life by living in dorms for one week at UIC. The program is for six weeks and participants can earn a stipend up to \$800.	Sophomores, Juniors and Seniors in High School	April 30, 2017
Summer Youth Employment Program	The Summer Youth Employment Program (SYEP) helps young people, ages 15 - 24, to gain paid work experience working in government agencies, private businesses and non-profit organizations throughout the city. Participants explore careers, build employability skills and financial literacy over the course of seven weeks during the summer. Participants can earn a wage of \$8.25/hour for up to 140 hours.	15-24	May 14, 2017

- To complete your online application, you will need:
- To be Chicago Housing Authority public housing residents or Housing Choice Voucher (formerly known as Section 8) program participants
  - Your Client ID number, the last 4 digits of the Head of Household's Social Security Number and the applicant's Date of Birth
  - To be between the ages of 13 - 24 (Applicants must be at least 13 years old but not over 24 years old as of 8/31/17)
  - To have a valid email address
  - The name and telephone number of another adult (i.e. parent, grandparent, neighbor/family friend) who can serve as an emergency contact for you

Client ID#

Head of Household Last 4 of SSN

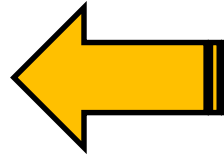
Youth DOB

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## Entering Applicant Information:

3. Once logged into the application, the following fields will be reflected at the top of the page and automatically populate with information pulled from CHA's public housing and housing choice voucher client database:
  - Name
  - Address
  - Date of birth (DOB)
  - Age
  - Head of Household (HOH) Name
4. The remaining fields will request additional information from the applicant
  - a. Applicants must fill in all required fields as indicated by the asterisk (\*) and as many optional fields as desired
5. Upon completion of the applicant information page, click the **Next** button



**This information cannot be changed by the applicant**



Applicant Information

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 DOB: \_\_\_\_\_  
 Age: \_\_\_\_\_  
 HOH Name: \_\_\_\_\_

Use alternate address

Gender:   
 Race:   
 Are you of Hispanic or Latino origin?:

Email Address \*  IMPORTANT: You will need to enter a valid email address to complete the application process. Please do not make up an email address or enter one in which you cannot easily access to complete your application. A confirmation email will be sent to the address that you enter. If you do not have an email address, you can create one for FREE through email services such as [Gmail](#) or [Yahoo Mail](#).

Retype Email Address \*

Phone:   
 Alternate Phone:

Emergency Contact Name:   
 Emergency Contact Relationship:   
 Emergency Contact Phone:   
 T-Shirt Size \*

One Summer Chicago Application ID  NOTE: This field is intentionally grayed out and is used for admin purposes only. You do NOT have to enter a response here.

**Current Education Status \***

Chicago Public School   
 Other Elementary / High School   
 College / Vocational / Post-Secondary Student   
 Not in School/HS graduate  
 Not in School/GED recipient  
 Left HS before graduating

Do you have an IEP or 504 plan?   
 Current Grade in School \*

**ADA (American with Disabilities Act) Accommodations**  
 ADA defines accommodations as modifications and adjustments that enable employees with disabilities to perform the essential functions of their job.

Please describe any accommodations you will need to participate in this program.

Deaf / Hard of Hearing (e.g., sign language interpreter)     Mobility Needs (e.g., wheelchair, walker, cane)  
 Visual Impairment (e.g., large print, braille)     Other (please describe below)   
 I do not need any ADA accommodations  
 I do not wish to answer

Did you participate in a CHA paid summer program last year?     Yes     No  
 If YES, on a scale of 1 – 5 (where 1 being "Not Well" and 5 is "Very Well") how well did it support your learning goals?  
 1     2     3     4     5

On a scale of 1-5 (where 1 is "Not well" and 5 is "Very Well") how well do you think the program will support your learning goals?  
 1     2     3     4     5

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## Selecting Summer Youth Opportunities

6. Applicants may choose to apply to up to three opportunities and will rank preferred programs by entering 1 – 3 in the boxes next to the program name (if a summer opportunity is greyed out, the applicant is ineligible for that program option based on age). **Note: The applicant must meet the program’s minimum age requirement by June 26, 2017.**



### Summer Youth Opportunities

You may choose to apply to up to three opportunities this summer. Please rank your preferred programs by entering 1 – 3 in the boxes below, with 1 being your first choice, 2 being your second choice and 3 being your third choice. If a summer opportunity is greyed out, you are ineligible for that program option based on your age.

**IMPORTANT:** Applying for a summer opportunity is not a guarantee of employment. In addition, all programs and dates are subject to change without notification. Stipend amounts are based on age and attendance.

*It is important for you to review eligibility requirements closely before applying since you cannot change your program selections once you submit your application.*



- Be Your Own Boss** Application Deadline: Sunday, April 30, 2017
- CPD Neighborhood Youth Corps** Application Deadline: Sunday, April 30, 2017
- Documentary Filmmaking Program for Girls** Application Deadline: Sunday, April 30, 2017
- Learn and Earn** Application Deadline: Sunday, April 30, 2017

Note: The following sites are tentatively scheduled to host the Learn and Earn program. (All sites are subject to change without notification.) If selected for the program, Learn and Earn participants will be assigned to the site closest to their home and provided transportation, if the site is not in walking distance. Special assignment requests may be available on a space-available basis and are not guaranteed. Transportation is not provided for special assignment requests and parents/guardians must arrange to get their child to and from the site safely and on time.

Arturo Velasquez Institute - 2800 S. Western, 60608  
Dawson Tech Institute - 3901 S. State, 60609  
Kennedy King - 6301 S. Halsted, 60621  
Loyola University - 6339 N. Sheridan Road, 60660  
Olive Harvey College - 10001 S Woodlawn Ave  
Truman College - 1145 W. Wilson, 60640  
Westside Learning Center - 4624 W. Madison Street, 60644

- Safe Summer Peace Ambassador** Application Deadline: Sunday, April 30, 2017
- STEM Camp** Application Deadline: Sunday, April 30, 2017
- CHA Program in Game & Graphic Design** Application Deadline: Sunday, April 30, 2017
- Museum and Public Art Internship** Application Deadline: Sunday, April 30, 2017
- Summer Youth Employment Program (SYEP)** Application Deadline: Sunday, May 14, 2017

SYEP First Choice

SYEP Second Choice

SYEP Third Choice

GPA:

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7. Applicants, ages 16 – 24, can also select up to three career interest categories for the Summer Youth Employment Program
- Childcare
  - Custodial and Facility Maintenance
  - Education and Teaching
  - Food Services and Restaurant
  - Government and Public Service
  - Grounds Keeping and Landscaping
  - Healthcare
  - Information Technology
  - Journalism and Television
  - Justice and Law
  - Library Services
  - Office and Clerical Services
  - Performing Arts
  - Sports and Physical Education
  - Veterinary Services and Animal Care
  - Visual Arts and Design
  - Urban Farming and Environmental Conservation
8. Upon selection of the desired opportunities and/or career interest categories, click the **Next** button



**Troubleshooting**

- An error message may appear in bold red font indicating the applicant cannot select the same item order twice --- To resolve this issue, double check program rankings to ensure that programs are not ranked with the same number choice

**Completing the essay questions**

We want to get to know you as well as possible through the application. The essay response is an important part of the selection process as it helps us to learn more about the applicant in his/her own words and gain insight into the applicant's personality and goals.

9. Depending on program selections, applicants may be required to draft and submit a brief essay response. Applicants are encouraged to include lots of details. The traits of a strong essay include one that demonstrates thoughtfulness and creativity. Encourage applicants to prepare essay responses in advance. Responses should not be rushed since they are important criteria for program selection. Once the session times out, partial responses cannot be recovered. Essay responses must be a minimum of 150 words and no more than 825 words (300 - 1650 characters).

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## Essay Questions

In the space provided, please answer the mandatory essay question(s) below. Your response is an important part of the selection process as it helps us to get to know more about you in your own words and gain insight into your personality and goals. Remember to take your time when responding and include lots of details. The traits of a strong essay include one that demonstrates thoughtfulness and creativity.

NOTE: Your responses will not be saved until you have submitted the completed application and agreed to the CHA terms and conditions. Partial applications will not be saved. You have 90 minutes to complete the essay.

Essay responses must be a minimum of 150 words and no more than 825 words (300 - 1650 characters).

### Summer Youth Employment Program (SYEP) - *(this essay is optional)*

Write an essay explaining why a decision you made was the right one.

*You have entered characters for your essay*

### Museum and Public Art Internship

Please share how you normally navigate and move through space in your everyday life. And how does art/design/music/etc. impact those journeys?

*You have entered characters for your essay*

### Be Your Own Boss

If you became an entrepreneur and started your own business, what kind of company would it be? Describe what three important skills you would need to be successful and why?

*You have entered characters for your essay*

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**NOTE:** Your responses will not be saved until you have submitted the completed application and agreed to the CHA terms and conditions. Partial applications will not be saved. You have 90 minutes to complete the essay.

**A complete list of essay questions is below:**

**BMO Harris Bank - Be Your Own Boss Program**

If you became an entrepreneur and started your own business, what kind of company would it be? Describe what three important skills you would need to be successful and why?

**CHA Program in Game & Graphic Design**

We use art and play as ways to confirm and strengthen our understanding of culture and our place in it. Please write an essay describing how you would create play (either a game or toy), or create art (image or music), or something in between, to convey a tough idea or experience from your perspective.

**Chicago Police Department Neighborhood Youth Corps**

Write an essay explaining how you would make your community a better place to live.

**Documentary Filmmaking for Girls**

A documentary is a non-fiction film that “documents” or captures some aspects of reality. Write an essay explaining how creating a documentary about any social issues that impacts your life and/or community could be a positive experience.

**Learn and Earn**

Name one thing you do really well. Give lots of details telling why.

**Museum and Public Art Internship**

Please share how you normally navigate and move through space in your everyday life. And how does art/design/music/etc. impact those journeys?

**Safe Summer Peace Ambassador**

Describe what it takes for a person to earn your respect. We all admire someone for their leadership skills. It might be a teacher, friend or family member. Pick one person whom you admire for their leadership skills and write about the traits that make them special and how they have influenced you in some way.

**STEM Camp**

STEM stands for science, technology, engineering, and mathematics. What do you find most interesting about STEM? If you were selected for this opportunity, what do you hope to learn?

**Summer Youth Employment Program (SYEP) – Note: This essay is optional**

Write an essay explaining why a decision you made was the right one.

**Troubleshooting**

- Essay responses that do not meet the minimum requirements will result in an error message that appears in bold red font --- To resolve this issue, ensure that responses are between 300 - 1650 characters long
- It's important to note that the application will do the counting and inform the applicant of how many characters have been entered in the space provided

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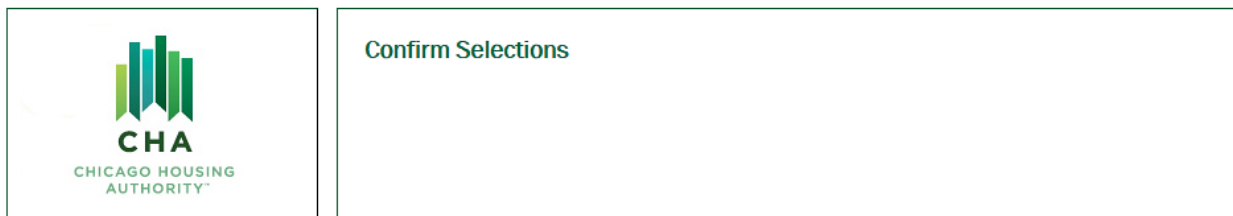
10. Upon completion of the essay question(s), click the **Next** button

**Confirming Program Selections**

The final step in the application process is confirmation of program selections and review of CHA’s terms and conditions

11. To make changes to program selections, applicants can click the **Back** button to return to the Summer Youth Opportunities page

12. If there are no changes, applicants must check the certification box and click the **Submit** button



Please review your program selections below and confirm your selections by clicking Submit. If you would like to change your selections, click back and update your preferences.

**\*Remember that you cannot change your program selections once you submit your application.**

Name:  
Address:  
DOB:  
Age:  
HOH Name:  
Program Selections : 1.Summer Youth Employment Program (SYEP)  
2.Museum and Public Art Internship  
3.Be Your Own Boss  
SYEP Selections: Education and Teaching  
Performing Arts  
Veterinary Services and Animal Care

**Application Certification**

By checking the box below, I certify that the information submitted is true and correct. I understand that the information is subject to verification and falsifying information may be grounds for disqualification. I also understand that as the applicant, I am encouraged to personally complete this application since changes to program selections cannot be made once the application is submitted. I understand that applying for a summer opportunity does not guarantee me a summer job.

I have read the above statement and would like to submit my 2017 CHA Paid Summer Youth Opportunities application

[<< Back](#) [Submit](#)

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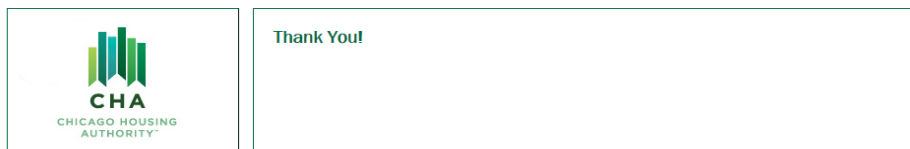


## Thank You!

Once the application is submitted, a confirmation will appear on the screen confirming that the application was successfully submitted

13. To print a copy of the page, click the **Print** button

14. An email with the same application submission confirmation is automatically sent to the email address provided by the applicant (see example on pages 9-10 of this guide)



#### APPLICANT NAME

Thank you for applying for CHA summer youth opportunities. Your application was received and an email confirming your program selections was sent to [sfrance@thecha.org](mailto:sfrance@thecha.org). Check your junk mail/spam folders if the confirmation email does not appear in your inbox.

#### You have selected the following programs:

1. Summer Youth Employment Program (SYEP)
2. Museum and Public Art Internship
3. Be Your Own Boss

#### SYEP Category:

Education and Teaching  
Performing Arts  
Veterinary Services and Animal Care

#### WHAT'S NEXT?

Your application will be reviewed and if selected, you will be contacted in the month of June (via email or phone) to attend an interview, orientation and/or job readiness training. Remember that there are more youth applying than there are openings.

#### ARE YOU PAYDAY READY?

This summer, you will have access to the [LRNG](#) website, where you can complete a series of online activities (called a Playlist) to help you make the most of your paycheck.

- You will learn financial tips and tricks to manage your money and save for the future. When you successfully complete the Be Payday Ready Playlist, you will earn a digital badge, which is like a digital certificate to represent a learning achievement. When you earn the badge, you will have a chance to apply for financial education scholarships and win prizes.

Also, depending on the program in which you participate, your stipend or wages will be paid through a debit card or Direct Deposit.

- Direct Deposit allows your pay to be electronically deposited into your checking or savings account quickly, securely and for free. After completing enrollment, you will receive additional information about Direct Deposit, if your program offers it as an option (there is no Direct Deposit option for Learn and Earn). You can start preparing for Direct Deposit of your pay by obtaining proof of your existing active bank account (direct deposit form or voided check).
- NOTE: If you are selected to participate in the Summer Youth Employment Program (SYEP) and do not have a bank account, you will have an opportunity to open a free account during your SYEP enrollment session and/or orientation. To get banked, you will need your state ID or driver's license and your social security card.

Learn more about banking, direct deposit and your payday at [LRNGCHA.org](#).

#### INTERESTED IN EXPLORING OTHER SUMMER OPPORTUNITIES?

Unfortunately, we cannot guarantee you will receive an interview or job, but we strongly encourage you to apply for other opportunities that you may know about in your community, or that a teacher, friend or family member has shared with you.

- Be sure to explore the [One Summer Chicago](#) website. The resource section offers valuable information on topics ranging from how to prepare for an interview, to opening a bank account and applying to college. Mayor Rahm Emanuel's One Summer Chicago brings together government institutions, community-based organizations and companies to offer over 25,000 employment and internship opportunities to youth and young adults ages 14 to 24. To learn more or apply, visit [onesummerchicago.org](#)
- In addition, the [Chicago City of Learning](#) offers hundreds of activities in Chicago and online in topic areas such as Coding + Games, Designing + Making, Performance, Sports + Wellness and Storytelling. You can also earn digital badges and raffle prizes. For more information, visit [chicagocityoflearning.org](#)

#### HAVE MORE QUESTIONS?

If you have any questions about the application process or CHA summer youth opportunities, feel free to email [youthopportunities@thecha.org](mailto:youthopportunities@thecha.org) or call our hotline at 312.786.6930.

We hope that you have a great summer!

Print

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## Chicago Housing Authority 2017 Summer Paid Youth Opportunities Online Application Quick Reference Guide



**From:** YouthOpportunities@thecha.org  
**Sent:** Monday, March 13, 2017 8:41 AM  
**To:** APPLICANT, JANE  
**Subject:** CHA Summer Youth Application Confirmation

Dear JANE APPLICANT

Thank you for applying for CHA summer youth opportunities.

### **You have selected the following programs:**

1. Summer Youth Employment Program (SYEP)
2. Museum and Public Art Internship
3. Be Your Own Boss

SYEP Category:

Education and Teaching  
Performing Arts  
Veterinary Services and Animal Care

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- In addition, the [Chicago City of Learning](http://chicagocityoflearning.org) offers hundreds of activities in Chicago and online in topic areas such as Coding + Games, Designing + Making, Performance, Sports + Wellness and Storytelling. You can also earn digital badges and raffle prizes. For more information, visit [chicagocityoflearning.org](http://chicagocityoflearning.org)

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We hope that you have a great summer!



### Youth Opportunities

Phone 312.786.6930 | Fax 312.913.7639

Chicago Housing Authority | 60 E. Van Buren | Chicago, IL 60605

[YouthOpportunities@thecha.org](mailto:YouthOpportunities@thecha.org) | <https://youth.thecha.org/>