

Chicago Housing Authority 2016 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 selections cannot be changed once the application is submitted, therefore it is imperative that youth 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
CPD Neighborhood Youth Corps	The Chicago Police Department Neighborhood Youth Corps program provides teens with productive, meaningful alternatives that reinforce their connections to their communities and increase positive interactions with police.	15-18	May 1, 2016
Documentary Filmmaking Program for Girls	Documentary filmmaking, held at DePaul University, focuses on teaching teen-aged girls media technical skills that will be used to create a new documentary film production. Participants will collaborate with the School of Cinematic Arts to produce a video that will illustrate social issues that impact the lives of young women. The program also offers field trips, technical workshops and guest speakers.	HS Juniors	May 1, 2016
Financial Literacy and Leadership Institute	The Financial Literacy and Leadership Institute focuses on enhancing college-readiness and financial literacy skills while developing business, leadership acumen through workshops and guest speakers.	HS Sophomores and Juniors	May 1, 2016
Freelance Coder Camp	Through Freelance Coder Camp, participants learn the business of becoming a successful freelance computer coder and gain entrepreneurial skills that could lead to earning extra income for college.	HS Sophomores and Juniors	May 1, 2016
Learn and Earn	Learn and Earn is an academic enhancement and career exploration program on college campuses that aims to prevent summer learning loss and expose youth to a variety of future career options through guest speakers and field trips.	13-15	May 1, 2016
The Maker Movement – a DIY Revolution	The Maker Movement, held at DePaul University, is a technology based program that teaches 3D printing through interactive installations, electrical concepts, and computer programming skills. Participants will learn how to create robots, use breadboards to build circuits, interact with design and have access to illustrate the final project in action.	HS Sophomores and Juniors	May 1, 2016
Safe Summer Peace Ambassador	Teens are trained as Peace Ambassadors to facilitate the Safe Summer curriculum, which includes positive activities about the importance of creating peace in communities, with youth, ages 9 – 12, at school age summer sites across the city. Must have a current physical exam and TB test before program start date.	15-18	May 1, 2016
STEM Camp- UIC Chance	Chance for Change STEM Camp identifies, motivates and prepares participants for possible future study and career.	HS Sophomores	May 1, 2016
Summer Youth Employment Program	The Summer Youth Employment Program, funded through DFSB, is a paid work and enrichment experience for youth, with a focus on financial literacy, job development and young adult mentors.	16-24	May 15, 2016

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 June 27, 2016)
- 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

Depending on your program selections, you may also be asked to answer short essay questions. We recommend writing your answers first by hand or in Microsoft Word, then copying them into the online application fields. This will save you a lot of work if your application is accidentally cleared, or if you need to restart your application at a later time. Please see the [Frequently Asked Questions](#) to view the essay prompts or the [Quick Reference Guide](#) for help and instructions that will guide you through the entry of information in the online application.

CHASite | Contact Us | Admin Login

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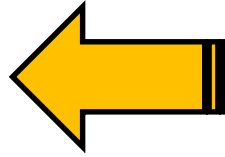
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Entering Applicant Information:


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



This information cannot be changed by the applicant, however, an applicant may enter an alternate address

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



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AUTHORITY

Applicant Information

Name: Candace Sample
 Address: 123 Main St Apt 3 Chicago IL 60605
 DOB: 2/16/1999
 Age: 17
 HOH Name: Catherine Sample

Use alternate address

Address 1: (ex. 10 S. Main Street)
 Address 2: (ex. Apt 4N)
 City: State: Zip:

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 and you will be asked to confirm your email address before you can move on to program selections. If you do not have an email address, you can create one for FREE through email services such as Gmail or Yahoo! Mail.

Home 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

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

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

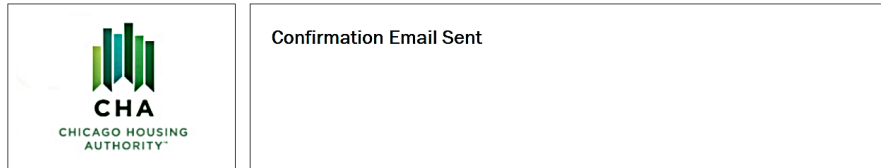
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Confirm Email Address

6. CHA will send a confirmation email to the address you provided. Open your email account and in the confirmation email, click on the link at the bottom of the page to access the CHA Youth Online Application program selections screen (see example on the next page [page 4] of this guide).



You've taken the first step in submitting your application for CHA paid summer youth opportunities. To continue with program selections, please check your email account for the notification from YouthOpportunities@thecha.org, with the subject: *Next Steps to Complete your Application for CHA Summer Opportunities*

In the email, click on the activation link to verify your email address and complete the application. The link will launch a web browser and open to the CHA paid summer youth opportunities online application web site.

Troubleshooting:

If you did not get your activation email, it is likely that:

- You mistyped your email on the Applicant Information Page.
- It was blocked in transit. Be sure to check your SPAM folder (especially for YMail and Yahoo accounts) and Junk mail filter.

You may request a new verification message by:

1. Going to the [Summer Youth home page](#) and signing in again. On the Applicant Information Page, you will see a link that allows you to retrieve your confirmation email. IMPORTANT: While on this page, be sure to check that the email address you entered is correct. Then, click the link to resend the confirmation email to that address.
2. Contacting us at 312-786-6930 or email us at youthopportunities@thecha.org. Your subject line should say 'Request to resend application verification'. In the body of the email, please include the applicant's full name, date of birth, client ID and last four digits of the head of household's social security number.



[Click here if you have not received your Confirmation Email](#)

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From: YouthOpportunities@thecha.org [mailto:YouthOpportunities@thecha.org]
Sent: Monday, March 14, 2016 9:10 AM
To: SAMPLE, CANDACE
Subject: Next Steps to Complete your Application for CHA Summer Opportunities

Dear CANDACE SAMPLE,

Thank you for your interest in 2016 Chicago Housing Authority paid summer youth opportunities.

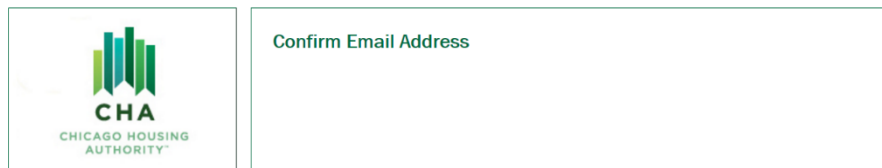
In order to complete your application, the email address for your account must be verified. This is especially important because email will be the primary way that we communicate with you regarding application status, availability of summer opportunities and other resources.

To verify your email address, please click the link below. By doing so, you will be redirected to the online application with the ability to move forward with program selections. **If clicking the link doesn't work, try copying and pasting the whole address into the address bar of your browser.**

<https://youth.thecha.org/Confirmationfortrainingpurposesonlythisisnotarealhyperlink>

Click on this link to confirm your email address

Once you click on the link above or cut and paste it into your browser, the following page will pop in your browser. Be sure to click 'Select Programs' to move on to program selections.



Your email address has been confirmed. Click the button below to continue to program selections.



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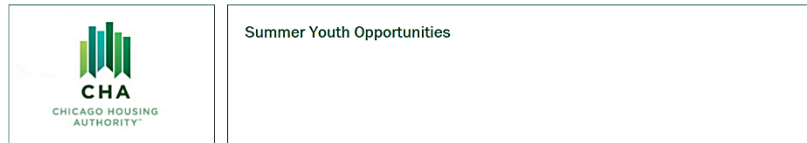
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Selecting Summer Youth Opportunities

7. 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 27, 2016.**



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. For eligibility requirements and additional information on each program, click on the program name.

- CPD Neighborhood Youth Corps** Must be at least 15 years old but not over 18 years old as of June 27, 2016. Application Deadline: Sunday, May 01, 2016
- Financial Literacy and leadership Institute** Must be current high school sophomores and juniors at the time of application. Application Deadline: Sunday, May 01, 2016
- Freelance Coder Camp** Must be current high school sophomores and juniors at the time of application. Application Deadline: Sunday, May 01, 2016
- Learn and Earn 2016** Must be at least 13 years old but not over 15 years old as of June 27, 2016. Application Deadline: Sunday, May 01, 2016

Note: The following sites are tentatively scheduled to host the Learn and Earn program. All sites are subject to change without notification. Participants will be assigned to the site if it is not in walking distance. Space is available on a first-come, first-served basis and is not guaranteed. Requests and parents/guardians must be made on time.

Arturo Velasquez Institute - 2800 S Dawson Tech Institute - 3901 S St Kennedy King - 6301 S Halsted, 6 Loyola University - 6339 N. Sheridan Olive Harvey College - 10001 S Wol Truman College - 1145 W. Wilson, Westside Learning Center - 4624 W

Safe Summer Peace Ambassador
 Age: 15 - 18
 Dates: 6/27/2016 - 8/7/2016
 Length of Program: 6 weeks
 Stipend or Hourly Wage: \$7.75
 Slots Available: 25
 Other Information: Candidates for this program must be comfortable working with youth ages 12 and under; be willing to travel to multiple site locations (with transportation assistance provided); have a current physical and TB test before start date.

- Safe Summer Peace Ambassador** Must be at least 15 years old but not over 18 years old as of June 27, 2016. Application Deadline: Sunday, May 01, 2016
- Stem Camp-UIC Chance for Change** Must be current high school seniors at the time of application. Application Deadline: Sunday, May 01, 2016
- Documentary Filmmaking Program for Girls** Must be female current high school juniors at the time of application. Application Deadline: Sunday, May 01, 2016
- The Maker Movement - a DIY Revolution** Must be current high school sophomores and juniors at the time of application. Application Deadline: Sunday, May 01, 2016

GPA:

The Summer Youth Employment Program (SYEP) is a paid work and enrichment experience for youth, with a focus on financial literacy, job development and young adult mentors.

Age or Grade: 16-24
 Duration: 7 weeks
 Stipend or Hourly Wage: \$8.25

If you are interested and eligible to participate in SYEP, please indicate your career categories (select up to 3):
 SYEP Application Deadline: May 15, 2016

SYEP First Choice

SYEP Second Choice

SYEP Third Choice

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8. Applicants are required to enter their current GPA (minimum 2.5) to be eligible for the following opportunities: STEM Camp, Financial Literacy & Leadership Institute and Freelance Coder Camp

9. Applicants, ages 16 – 24, can also select up to three career interest categories for the Summer Youth Employment Program
 - Childcare
 - Community Building & Revitalization
 - 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

10. 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
- An error message may appear in bold red font indicating that the applicant must submit a GPA or that the GPA submitted does not meet the minimum requirement --- To resolve this issue, the applicant must list his/her GPA (this information will be verified through the submission of official high school transcripts) or remove the program selection

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.

11. 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 an important criteria for program selection. Once the session times out, partial responses cannot be recovered. Essay responses must be between 350 - 1650 characters long (175 – 825 words).

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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 1 hour to complete the essays.

Essay responses must be between 350 - 1650 characters long (175 - 825 words).

CPD Neighborhood Youth Corps

Describe a situation that demonstrates initiative and your willingness to go above and beyond in your community or other setting (e.g. school or home).

You have entered characters for your essay

Safe Summer Peace Ambassador

Describe in detail your most important leadership, outreach or volunteer experience. Include: your accomplishments, what you learned, and the impact you had on your community.

You have entered characters for your essay

Documentary Filmmaking Program for Girls

Using personal stories, talk about a social issue that has affected your life or the community you live in.

You have entered characters for your essay

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NOTE: The system will allow applicants up to an hour to enter a response into the space provided. Responses will not be saved until the applicant has completed the entire application and agreed to the CHA terms and conditions. Partial responses will not be accepted and cannot be saved.

A complete list of essay questions is below:

Learn and Earn

What skills do you hope to gain or build upon by the end of the summer as a result of participating in the Learn and Earn program?

STEM Camp

Discuss an accomplishment or event that sparked your interest in Science, Technology, Engineering and/or Math.

CPD Neighborhood Youth Corps

Describe a situation that demonstrates initiative and your willingness to go above and beyond in your community or other setting (e.g. school or home).

Freelance Coder Camp

Describe how you demonstrate your passion for technology outside the classroom.

Financial Literacy and Leadership Institute

If selected to participate in the Financial Literacy and Leadership Institute, what leadership skill/characteristic will you bring or work to strengthen while in the program?

Safe Summer Peace Ambassador

Describe in detail your most important leadership, outreach or volunteer experience. Include: your accomplishments, what you learned, and the impact you had on your community.

Documentary Filmmaking for Girls

Using personal stories, talk about a social issue that has affected your life or the community you live in.

The Maker Movement – a DIY Revolution

Describe something that you have made and felt proud of when it was finished. This could be something digital, like a website or game, or physical, like a work of art or a meal. Tell us a little bit about the process you used to make the object.

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 350 - 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

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

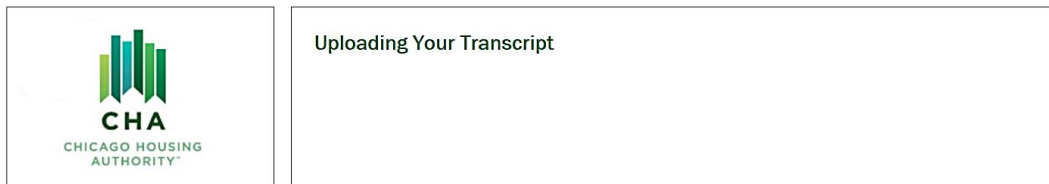
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Uploading your Transcripts

During the application process, you will have the option of submitting your transcript reflecting a 2.5 GPA or higher for the Financial Literacy & Leadership Institute, Freelance Coder Camp and STEM Camp programs.

13. Please do **NOT** email or fax in a copy of your transcript if you've uploaded them to your online application. Vice versa, there is no need to upload your transcript if you prefer to send them via email or fax. This saves you time and effort, and avoids any delays in our review of your application.
14. If you don't have your transcript at the time of application, you may log back at a later date and click "Select a File" on the Applicant Information section to upload your transcript. You can also replace a transcript that you have already uploaded. Your transcript does not need to be official.



If you applied to the Financial Literacy & Leadership Institute, Freelance Coder Camp and/or STEM Camp programs, you must submit your high school transcripts (reflecting a minimum 2.5 GPA).

There are two ways to submit transcripts:

1. Upload your unofficial transcripts now from your computer or mobile device by clicking the Browse button below
2. Fax your transcript later to 312.913.7639

For either method, transcripts are due by May 1st. NOTE: It is your responsibility to make certain that your transcripts are submitted by the May 1, 2016 deadline. Applications to the above mentioned summer programs must include transcripts to be considered completed. To get a copy of your high school transcripts, visit your school's Guidance or Registrar's office

Important Tips for Uploading Your Transcript:

- Obtain an electronic version of your unofficial transcript or scan a copy of your current transcript
- Ensure that your transcript is scanned and saved as a PDF file or an image file (JPG, GIF, TIFF, PNG, or Bitmap). Microsoft Word and spreadsheet documents will not be accepted.
- Color documents are not necessary. Scanning in "gray scale" or black and white is strongly recommended.
- You may also take a picture of your transcript and upload it to the application. Please make sure the picture you provide is not dark or blurry and has a high enough resolution for us to easily read all necessary information. Non-legible scans will not be accepted.
- Click Browse and select the file you are looking for from your computer or mobile device. Once you've selected the file, click 'Upload the selected file'. Your transcript should now be in the system.

If Your Scanned File Will Not Upload:

If you have a scanned file, but it won't upload, then try these suggestions:

- Be sure that your file is in the recommended format. The application portal will not accept the document otherwise. Examples of file formats that are NOT accepted are Microsoft Word files, zip files, or spreadsheet documents. Re-scan your file to be a PDF file or image file.
- Try making your file smaller. If the file is too large, the application portal won't be able to upload the file. Make the file smaller by scanning the document in grayscale (black and white, not color). The application will not accept files over 3MB.
- If everything you tried failed, fax your transcript to 312.913.7639 by May 1st. If you have additional questions, you may contact us youthopportunities@thecha.org or refer to the FAQs on the application homepage.

Add a File: No file chosen

[Upload the Selected Transcript File](#)

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Confirming Program Selections

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

15. To make changes to program selections, applicants can click the **Back** button to return to the Summer Youth Opportunities page
16. If there are no changes, applicants must check the certification box and click the **Submit** button

	Confirm Selections
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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: Candace Sample
Address: 123 Main St Apt 3 Chicago IL 60605
DOB: 2/16/1999
Age: 17
HOH Name: Catherine Sample

Program Selections : 1.CPD Neighborhood Youth Corps
2.Safe Summer Peace Ambassador
3.Documentary Filmmaking Program for Girls

SYEP Selections: Urban Farming and Environmental Conservation
Visual Arts and Design
Sports and Physical Education

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 2016 CHA Paid Summer Youth Opportunities application

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Submit

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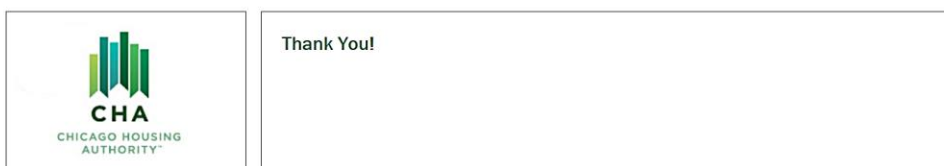


Thank You!

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

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

18. An email with the same application submission confirmation is automatically sent to the email address provided by the applicant (see example on pages 11-12 of this guide)



Candace Sample

Thank you for applying for Chicago Housing Authority summer youth opportunities. An email notification has been sent to ecampbell@thecha.org You have selected the following programs:

1. CPD Neighborhood Youth Corps
2. Safe Summer Peace Ambassador
3. Documentary Filmmaking Program for Girls

SYEP Category:

Urban Farming and Environmental Conservation
Visual Arts and Design
Sports and Physical Education

Your application will be reviewed and participants selected based on the areas of interests and programs that you indicated, and according to the number of slots available. Only youth selected for a program will be contacted for an interview.

In the meantime, you are encouraged to prepare for summer employment by taking these additional steps:

1. Please remember that some programs require additional documentation and next steps. For instance, if you applied to the Financial Literacy & Leadership Program, Freelance Coder Camp and/or STEM Camp, you must submit your high school transcript reflecting a minimum 2.5 GPA and recommendation form by May 1st. Fax both to 312.913.7639 or email to youthopportunities@thecha.org.
2. Begin to gather or secure the documentation that you will need to prove program eligibility and to get paid for the summer.

School Photo ID or Government Issued Photo ID
You can obtain a Driver's License or State ID by visiting your nearest Driver Services Facility. For a complete list of facilities visit <http://www.ilsos.gov/facilityfinder/facility> or call 800-252-8980. For a list of fees, visit <http://www.cyberdriveillinois.com/departments/drivers/basicfees.html>

Social Security Card (originals required, photocopies not accepted)
To obtain, replace or correct your Social Security Card, visit your local Social Security office, or call 1-800-772-1213. Information about local offices as well as all forms are located at the [Social Security Website](#). There is no fee to get your Social Security Card. However, it can take up to 10 business days to receive your card.

High School Transcripts (if applicable)
To get a copy of your high school transcripts, visit your school's Guidance or Registrar's Office.
3. Polish up your resume
A resume is a great way to highlight your accomplishments, coursework and extracurricular activities. Talk to your parents or other adults or search online for resources on creating a nicely formatted accomplishment-driven resume.
4. Prepare for your interview
Should you be selected to interview for a program opportunity, be prepared to showcase your interests, skills and abilities. Prepare for your interview by thinking about the questions you might be asked and how you will answer them. Practice your pitch and be ready to tell the interviewer why you should be selected for the program.
5. Apply online at Onesummerchicago.org
Don't stop your job search here. Apply online at www.onesummerchicago.org for thousands of other paid summer opportunities in the City of Chicago.

For more information:

Email us YouthOpportunities@thecha.org

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From: YouthOpportunities@thecha.org [mailto:YouthOpportunities@thecha.org]
Sent: Monday, March 14, 2016 10:05 AM
To: SAMPLE, CANDACE
Subject: CHA Summer Youth Application Confirmation

Thank you for applying for Chicago Housing Authority summer youth opportunities. An email notification has been sent to toecampbell@thecha.org. You have selected the following programs:

1. CPD Neighborhood Youth Corps
2. Safe Summer Peace Ambassador
3. Documentary Filmmaking Program for Girls

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Visual Arts and Design
Sports and Physical Education

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1. Please remember that some programs require additional documentation and next steps. For instance, if you applied to the Financial Literacy & Leadership Program, Freelance Coder Camp and/or STEM Camp, you must submit your high school transcripts (reflecting a minimum 2.5 GPA) and recommendation form by May 1st. Fax both to 312.913.7639 or email to toyouthopportunities@thecha.org.
2. Begin to gather or secure the documentation that you will need to prove program eligibility and to get paid for the summer

School Photo ID or Government Issued Photo ID

You can obtain a Driver's License or State ID by visiting your nearest Driver Services Facility. For a complete list of facilities visit <http://www.ilsos.gov/facilityfinder/facility> or call 800-252-8980. For a list of fees, visit <http://www.cyberdriveillinois.com/departments/drivers/basicfees.html>

Social Security Card (originals required, photocopies not accepted)

To obtain, replace or correct your Social Security Card, visit your local Social Security office, or call 1-800-772-1213. Information about local offices as well as all forms are located at the [Social Security Website](#). There is no fee to get your Social Security Card. However, it can take up to 10 business days to receive your card.

High School Transcripts (if applicable)

To get a copy of your high school transcripts, visit your school's Guidance or Registrar's Office.

3. Polish up your resume

A resume is a great way to highlight your accomplishments, coursework and extracurricular activities. Talk to your parents or other adults or search online for resources on creating a nicely formatted accomplishment-driven resume.

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4. Prepare for your interview

Should you be selected to interview for a program opportunity, be prepared to showcase your interests, skills and abilities. Prepare for your interview by thinking about the questions you might be asked and how you will answer them. Practice your pitch and be ready to tell the interviewer why you should be selected for the program.

5. Apply online at Onesummerchicago.org

Don't stop your job search here. Apply online at www.onesummerchicago.org for thousands of other paid summer opportunities in the City of Chicago.

For more information:

Email us YouthOpportunities@thecha.org



Youth Opportunities

Phone 312.786.6930 | Fax 312.913.7639

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

YouthOpportunities@thecha.org | <https://youth.thecha.org/>

Chicago Housing Authority 2016 Summer Paid Youth Opportunities Online Application Quick Reference Guide



From: YouthOpportunities@thecha.org [mailto:YouthOpportunities@thecha.org]

Sent: Monday, March 14, 2016 10:05 AM

To: APPLICANT, JANE

Subject: ACTION REQUIRED: Applications incomplete for CHA Financial Literacy and Leadership Institute, Freelance Coder Camp and/or STEM Camp

You recently applied to the **STEM Camp, Financial Literacy & Leadership Institute and/or Freelance Coder Camp** programs. The three most important criteria for these programs are **essay, academic achievement** and **recommendation**. Now that you've submitted your online application, you will need to complete a few important steps to complete the process. For instance, to attend an interview for the **STEM Camp, Financial Literacy & Leadership Institute and/or Freelance Coder Camp** programs, you will also need to provide documentation that will verify the information that you provided in your application. This documentation includes your:

- **High school transcripts** (STEM Camp, Financial Literacy & Leadership Institute and Freelance Coder Camp **only**)
Transcripts must reflect a minimum 2.5 Grade Point Average (GPA) – Fax transcripts to 312.913.7639 or email to youthopportunities@thecha.org. You can also upload your transcript through the application. When you apply to any of the aforementioned programs, you will be prompted to upload your transcript if you have it on file. If you don't have your transcript at the time of application, you may log back at a later date and click "Select a File" on the Applicant Information section to upload your transcript. You can also replace a transcript that you have already uploaded. Your transcript does not need to be official.
- **CHA Career Exploration Programs Recommendation Form** (STEM Camp, Financial Literacy & Leadership Institute and Freelance Coder Camp **only**) – The Recommendation Form will be automatically emailed to you upon receipt of your application and must be completed by a teacher, counselor or other adult that is a non-family member and that can speak to your strengths and abilities. Click [HERE](#) to download the Recommendation Form or enter the following link in your browser: https://youth.thecha.org/Support/CHA_HACC_Scorecard.pdf. Fax the completed Recommendation Form to 312.913.7639 or email to youthopportunities@thecha.org. You can also upload your Recommendation Form through the Applicant Information section of your application. To do this, simply log back into your application and click "Select a File" to upload your recommendation. You can also replace a recommendation that you have already uploaded.

To upload your transcript and recommendation after you've submitted your application:

- ▶ Log back into the application
- ▶ Scroll down to the bottom of the Applicant Information page
- ▶ Select and upload the files from your computer or mobile device

Current Grade in School *

Do you have an IEP or 504 plan?

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

Transcript File
Select a File: No file chosen
[Upload the Selected Transcript File](#)

Recommendation File
Select a File: No file chosen
[Upload the Selected Recommendation File](#)

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Please Note: It is YOUR responsibility to make certain that your transcript and recommendation reaches us. If necessary, check with us to make sure we have received the documentation before the **May 1, 2016** deadline. Incomplete applications will not be considered. If selected to participate in interviews, you will be notified of the decision prior to the start of the summer program.

If you have questions do not hesitate to contact the Youth Opportunities Team.



Youth Opportunities

Phone 312.786.6930 | Fax 312.913.7639

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