# Chicago Housing Authority Online Youth Application
# 2016 Frequently Asked Questions (FAQ's)

1. **How do I apply for CHA summer youth opportunities?**

   Applications must be completed online at https://youth.thecha.org/. The online application is available beginning Monday, March 14, 2016. Applications will be reviewed and participants selected based on applicant interests, program criteria and number of slots available. In order to complete the application, you will need:

   - Client ID number (also known as the HCV Tenant ID/Voucher Number)
   - Last 4 digits of Head of Household's Social Security Number (SSN)
   - Applicant date of birth (DOB)
   - Valid email address

2. **Who can participate in Chicago Housing Authority (CHA) paid summer youth opportunities?**

   To be eligible for CHA paid summer youth opportunities, applicants must meet the following criteria:

   - Be a Chicago Housing Authority resident or Housing Choice Voucher (formerly known as Section 8) tenant
   - Have a CHA Client Identification Number
   - Be between the ages of 13 – 24
     (Applicants must be at least 13 years old and no older than 24 years old by June 27th)
   - Agree to participate in an interview, orientation and/or job readiness training

3. **How do I know if I'm a CHA resident?**

   You are a CHA resident if you are included on a lease at one of the below mentioned Chicago Housing Authority's Family, Mixed-Income, Scattered Site or Senior developments. (You may also view a list of these developments, by visiting http://www.thecha.org/residents/public-housing/). You are also a CHA resident if you are included on a lease and renting in the private market through the CHA's Housing Choice Voucher program (formerly known as Section 8).

| Development Name | Type of Development | Development Name | Type of Development |
|---|---|---|---|
| Altgeld-Murray Homes | Family | SS North Central | Scattered Site |
| Bridgeport Homes | Family | SS North East | Scattered Site |
| Brooks Homes | Family | SS South East | Scattered Site |
| Cabrini Rowhouses | Family | SS South West | Scattered Site |
| Dearborn Homes | Family | SS West | Scattered Site |
| Horner Super Block | Family | Albany Terrace Apts | Senior |
| Horner-Westhaven | Family | Alfreda Barnett Duster Apts | Senior |
| Lake Parc Place | Family | Elizabeth Wood Apts | Senior |
| Lathrop Homes | Family | Judge Slater Apts & Annex | Senior |
| Lawndale Gardens | Family | Lidia Pucinska Apts | Senior |
| Lowden Homes | Family | Lincoln Perry Apts and Annex | Senior |
| Trumbull Park Homes | Family | Long Life Apts | Senior |
| Washington Park Low-Rises | Family | Mahalia Jackson Apts | Senior |
| Wentworth Gardens | Family | Zelda Ormes Apts | Senior |
| Fountain View | Mixed Income | Park Boulevard and The Pershing | Mixed Income |

| Development Name | Type of Development | Development Name | Type of Development |
|---|---|---|---|
| Hilliard Family | Mixed Income | Park Douglas | Mixed Income |
| Jazz On the Boulevard | Mixed Income | Parkside of Old Town | Mixed Income |
| Keystone Place | Mixed Income | PII Northern Region | Mixed Income |
| Lake Park Crescent | Mixed Income | PII Southern Region | Mixed Income |
| Langston | Mixed Income | Quincy | Mixed Income |
| Legends South | Mixed Income | Renaissance North | Mixed Income |
| Mohawk North | Mixed Income | Roosevelt Square | Mixed Income |
| North Town Village I & II | Mixed Income | Shops and Lofts at 47th | Mixed Income |
| Oakwood Shores | Mixed Income | St. Edmunds Meadows | Mixed Income |
| Old Town Square | Mixed Income | Sullivan Station | Mixed Income |
| Old Town Village East I & II | Mixed Income | The Dorchester | Mixed Income |
| Old Town Village West | Mixed Income | West End | Mixed Income |
| Orchard Park | Mixed Income | Westhaven Park | Mixed Income |

4. **What if I don't know my Client ID number?**

   The CHA Client ID Number (also known as the HCV Tenant ID/Voucher Number) can be found on your lease agreement, annual recertification form or other communications that you or your parent/guardian may have received from the Chicago Housing Authority. Check with your parent/guardian for this information or, in some cases, your Property Manager, FamilyWorks provider or HCV Satellite Office for assistance. The CHA Client ID Number is usually 4-7 numbers and may contain a letter at the beginning or end (e.g. n1111, 0000000t).

5. **Can I complete the application from my mobile device?**

   It is highly recommended that you complete the CHA youth application from a desktop computer. Currently, the site is not optimized for smartphones and you may not be able to read or access certain application pages on your mobile device.  If you do not have a desktop computer at home, you can reserve a computer at your local library. For a list of locations, click here or http://app3.chipublib.org/pcres/reserve.pl for more information on the reservation process.  In addition, there are computer labs at the following locations (**Note: Lab hours are subject to change without notice**):

| Development/Site | Address | Hours of Operation |
|---|---|---|
| Altgeld Gardens – CYC | 951 E. 132nd Pl. Chicago, IL 60827 | Mon – Fri 10:00am to 7:00pm 1st Saturdays 10:00am to 2:00pm |
| Charles Hayes FIC | 4859 S. Wabash Ave Chicago, IL  60615 | Mon – Fri 8:30am to 12:00pm Mon – Fri 1:00pm to 5:00pm |
| Dearborn Homes | 2910 S. Dearborn Chicago, IL  60616 | Mon – Fri 10:00am to 7:00pm 4th Saturdays 9:00am to 12:00pm |
| Lake Parc Place | 3983 S. Lake Park Chicago, IL  60653 | Mon – Fri 10:00am to 7:00pm 4th Saturdays 9:00am to 1:00pm |
| Lawndale Gardens | 2527 S. California Ave Chicago, IL  60623 | Mon – Fri 10:00am to 7:00pm 3rd Saturdays 9:00am to 12:00pm |

| Development/Site | Address | Hours of Operation |
|---|---|---|
| Lowden Homes | 200 W. 95th St.<br>Chicago, IL  60628 | Mon – Fri 10:00am to 7:00pm<br>3rd Saturdays 10:00am to 2:00pm |
| Major Adams/Henry Horner | 125 N. Hoyne Ave<br>Chicago, IL  60612 | Mon – Fri 10:00am to 7:00pm<br>3rd Saturdays 10:00am to 2:00pm |
| Wentworth Gardens | 3757 S. Wells St.<br>Chicago, IL  60609 | Mon – Fri 10:00am to 7:00pm<br>4th Saturdays 9:00am to 12:00pm |

6. **How long does it take to complete the application?**

   The application takes 15 – 30 minutes to complete.  The session, however, will time out after one (1) hour of inactivity.  Partial applications will not be saved and applicants must start over at the homepage.

7. **What types of opportunities are available?**

   Summer opportunities include, but are not limited to, academic and career exploration programs as well as work experiences in government agencies, hospitals, nonprofits, small businesses, museums and retail organizations.

8. **Is there a deadline to apply?**

   The deadline to submit an application varies by program selection:

| Program | Application Deadline |
|---|---|
| **Chicago Police Department Neighborhood Youth Corp** | Sunday, May 1, 2016 |
| **Financial Literacy and Leadership Institute** | Sunday, May 1, 2016 |
| **Freelance Coder Camp** | Sunday, May 1, 2016 |
| **Documentary Filmmaking for Girls** | Sunday, May 1, 206 |
| **Learn and Earn** | Sunday, May 1, 2016 |
| **The Maker Movement – a DIY Revolution** | Sunday, May 1, 2016 |
| **Safe Summer Peace Ambassador** | Sunday, May 1, 2016 |
| **STEM Camp** | Sunday, May 1, 2016 |
| **Summer Youth Employment Program** | Sunday, May 15, 2016 |

9. **Why do I need a valid email address?**

   Email has proven to be the fastest and easiest way for you to apply and stay in communication with us throughout the application process.  If you do not have a personal email address, you can create one through FREE email services like Gmail -- www.gmail.com or Yahoo Mail -- www.yahoo.com.  Or you may use the email address of a parent/guardian or another family member. In both cases, the email address that you enter should be easily accessible since you will receive an email from us requiring you to verify your email address before you can move on to program selections. In addition, other emailed items will include application confirmation, application next steps and date and time of interview or orientation.

10. **I received an email regarding Next Steps to Complete my Application for CHA Summer Opportunities. What do I do?**

   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 allowing you to complete your program selections.

11. **I could not click on the link within the Next Steps to Complete my Application for CHA Summer Opportunities email. What happened?**

Check again to ensure that you clicked on the right link in the email (the link that you are looking for has a **URL** that **begins with https**://). If you clicked on the link to validate your email but could not move on to program selections, it is likely that you are attempting to apply from a mobile device. Unfortunately, the CHA youth application website is not optimized for mobile use. Try accessing the email validation link from a personal computer. If you are still having problems, contact us at 312-786-6930 or email us at youthopportunities@thecha.org.

When you click on the link in the email message and nothing occurs, this can happen for one or more of the following reasons:

| Cause | Resolution |
|---|---|
| You are on a mobile device | Some mobile devices will not allow you to click on a text link. To get around this, try accessing the link from your email on your desktop computer. |
| The hyperlink is displaying as plain text | Try cutting and pasting the link into the web browser on your desktop computer. Directions on how to cut and paste can be found by doing a Google search or visit this helpful site: **http://tinyurl.com/mkyx7nj** |

12. **I never received an email regarding Next Steps to Complete my Application for CHA Summer Opportunities. What happened? And how do I move on to program selections?**

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

- You mistyped your email address on the Application Information Page. If this is the case, log back into the application and update your application with the correct email address. Then, click the link at the top of the page to retrieve your confirmation email.

- It was blocked in transit. Be sure to check your SPAM folder (especially for YMail and Yahoo accounts) and Junk mail filter.

If you still haven't received an email from us, you may request a new verification message by:

- Going to the application and signing in again. On the Application Information Page, you will see a link at the top of the page that allows you to resend your confirmation email. While on this page, it's important that you check that the email address you entered is correct.

- 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. Upon receipt of your email, we will resend you the activation link to the email address you entered in the application. Once you click on the link to verify your email address, you will be able to complete the application and submit your program selections.

**13. I signed back into the application but did not see the link to resend the Confirmation Email? What should I do?**

If you did not see the Confirmation Email link at the top of the Applicant Information page, it may be because you already validated your email address and selected programs. In this case, you do not need to resend the email confirmation link to yourself.

On the other hand, you may have started the application but did not submit your applicant information (For instance, you did not click **Next** at the bottom of the page) in order to generate an email confirmation. Reasons for this include the session timing out because of inactivity or you leaving the screen before hitting **Next**. The way to know if you submitted your application information is to login to the application. If the applicant information fields are blank (e.g. gender, email address, school status), you did not submit your application and it was not received by us.

**14. I'm on the Summer Youth Opportunities page and some of the programs are greyed out. How can I select those programs?**

Some paid summer youth opportunities will appear greyed out and cannot be selected because of the applicant's age. Each program has specific age or grade requirements, which are listed on the application under the program name. Please remember that applicants must meet the age requirement by June 27, 2016 and that program selections cannot be changed once the application is submitted.

**15. Does the application require an essay and what are the specific essay topics?**

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 you in your own words and gain insight into your personality and goals. Depending on your program selection, we ask that you respond to the topics below. Your responses should be no longer than 825 words or 1,650 characters.

| Program | Essay Topic: |
|---|---|
| **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. |
| **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? |
| **Chicago Police Department 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. |
| **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. |
|---|---|

16. **Besides the application, are any other steps required?**

   Now that you've submitted your online application, you may need to complete a few important steps to complete the process. For instance, if you are chosen 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 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. When you log back into your application, click "Select a File" to upload your recommendation. You can also replace a recommendation that you have already uploaded.

17. **I was unable to print my application confirmation. How can I access this information?**

   Once your application is submitted, a summary of your program selections and recommended additional steps will show on the last page of the application with the option to print. You will also receive a confirmation email with the same information to the email address that you entered. Please keep this email for your records in case you need to contact us. If you do not receive the email in your inbox, check your SPAM filter and Junk mail folder.

18. **I deleted my CHA Summer Youth Application Confirmation email. Can CHA resend it to me?**

   The CHA Summer Youth Application Confirmation email is automatically generated by our system and sent to the email address you entered on the Applicant Page. We do not save this email and cannot resend it to you. You may, however, contact us at (312) 786-6930 or by email at youthopportunities@thecha.org and we can look up your application information.

**19. How much will I get paid and when?**

Typically, participants in CHA summer youth opportunities earn a stipend between $600 and $1100, based on age and attendance. Stipend amounts for each program can be found in the application.

Stipend payment dates vary depending on your program selection. Typically, participants receive a check twice during the program with half the stipend paid mid-way through the program and the other half of the stipend paid after the program is over. Once you are offered a slot in a summer program, you will receive more detailed information about specific pay dates.

**20. Do I get paid for holidays?**

No. You will only be paid for the hours actually worked or in programming.

**21. How will I know if I've been selected?**

You will be contacted starting in late May and throughout June if you have been selected to interview or attend an orientation for a summer opportunity. To be notified, it's important that you include a valid email address and current phone number. Only youth selected for a program will be contacted.

**22. What else is there to do this summer?**

The Chicago Housing Authority receives a large number of applications for a limited amount of opportunities each year. In addition to applying to CHA opportunities, we encourage you to take part in these other summer programs:

- 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 www.onesummerchicago.org/

- Got a passion? Get better at what you like. Gaming. Coding. Fashion. Design. And much more! Visit www.chicagocityoflearning.org/ for more information.

**23. Whom do I contact for more information about CHA paid summer youth opportunities?**

You can contact us at the CHA Youth Hotline – (312) 786-6930 or by email – Youthopportunities@thecha.org.

Follow us on Twitter @ https://twitter.com/theCHAtweets
Like us on Facebook @ https://www.facebook.com/CHAonFB
Follow us on Instagram @ https://instagram.com/chicagohousingauthority