Chicago Housing Authority Online Youth Application
2017 Frequently Asked Questions (FAQ's)

1. **How do I apply for Chicago Housing Authority (CHA) summer youth opportunities?**

   Applications must be completed online at https://youth.thecha.org/. The online application is available beginning Monday, March 13, 2017. 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)

2. **Who can participate in 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 26th)
   - 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 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

Development Name	Type of Development	Development Name	Type of Development
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
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):

Location	FamilyWorks Provider	Lab Monitor(s)	Email Address	Hours of Operation	Address	Phone #
Altgeld Gardens – CYC	Metropolitan Family Services	Ethiah Williams Joseph Windom	altgeldlab@thecha.org	10am - 7pm M-Th 10am – 5pm F 1st Saturday 10am - 2pm	951 E. 132nd Pl. Chicago, IL 60827	(773) 928-4116
Charles Hayes FIC	Employment & Employer Services	Gloria McDaniel	ficlab@thecha.org	8:30am - 5:30pm M-F	4859 S. Wabash Ave Chicago, IL 60605	(312) 913-7132
Dearborn Homes	Employment & Employer Services	Angela Parks	dearbornlab@thecha.org	10am - 7pm M-F 4th Saturday 9am-12pm	2910 S. Dearborn Chicago, IL 60616	(312) 225-0310
Jane Addams Family Resource Center	Heartland Human Care Services	LaDarius Martin	janeaddamslab@thecha.org	10:00am - 7:00pm M-F Saturdays 9am - 1pm	1234 S. Loomis Chicago, IL 60608	(312) 786-3142
Lake Parc Place	Centers for New Horizon	Savannah Ingram	lakeparclab@thecha.org	10am - 7pm M-F 2nd & 4th Saturdays 9am - 1pm	3983 S. Lake Park Chicago, IL 6653	(773) 924-8138
Lawndale Gardens	Heartland Human Care Services	Antonio Hendricks	lawndalelab@thecha.org	10am - 7pm M-F Saturdays 9am - 1pm	2527 S. California Chicago, IL 60623	(773) 847-4287
Lowden Homes	Beacon Therapeutic Ser.	Myra King	lowdenlab@thecha.org	10am - 7pm M-F Saturdays 10am - 3pm	200 W. 95th St. Chicago, IL 60628	(773) 660-1940
Major Adams/ Henry Horner	Near West Side Development Corp	Mel Johnson	majoradamslab@thecha.org	10am - 7pm - M-F Saturdays 10am - 2pm	125 N. Hoyne Ave Chicago, IL 60612	(312) 243-8095
Wentworth Gardens	Employment & Employer Services	Paris Harris	wentworthlab@thecha.org	10am - 7pm M-F 4th Saturday 9am-12pm	3757 S. Wentworth Chicago, IL 60617	(773) 285-8753

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

The application takes around 30 minutes to complete. The session, however, will time out after 90 minutes 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
BMO Harris Bank – Be Your Own Boss Program	Sunday, April 30, 2017
CHA Program in Game & Graphic Design	Sunday, April 30, 2017
Chicago Police Department Neighborhood Youth Corps	Sunday, April 30, 2017
Documentary Filmmaking for Girls	Sunday, April 30, 2017
Learn & Earn	Sunday, April 30, 2017
Museum and Public Art Internship	Sunday, April 30, 2017
Safe Summer Peace Ambassador	Sunday, April 30, 2017
STEM Camp	Sunday, April 30, 2017
Summer Youth Employment Program	Sunday, May 14, 2017

9. 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 and/or grade in school. 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 26, 2017. **Note:** Applicants may choose up to three opportunities and rank preferred programs by entering the numbers 1, 2, and/or 3 in the boxes next to the program name.

10. 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 a minimum of 150 words and no longer than 825 words.

Program	Essay Topic:
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 (*this essay is optional*)	Write an essay explaining why a decision you made was the right one. (*this essay is optional*)

11. 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 sent 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.

12. 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.

13. How much will I get paid and when?

Typically, participants in CHA summer youth opportunities can earn between $600 and $1155, based on age and attendance. Stipend or hourly wage amounts for each program can be found at https://youth.thecha.org.

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. If you are offered a slot in a summer program, you will receive more detailed information about specific pay dates.

14. Do I get paid for holidays?

You will only be paid for the hours actually worked or in programming. If you work on a holiday, you will be paid your hourly wage.

15. How will I know if I've been selected?

You should know by 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.

16. 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:

- 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

- Be 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. Check it out at lrngcha.org.

- Explore 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 for more information.

17. 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/chicagohousingauthority
Follow us on Instagram @ https://instagram.com/chicagohousingauthority