

## TEEN BREAKS

Starting in Spring 2018, After School Matters is rolling out a more consistent approach to teen breaks during programs. A program instructor can decide whether to offer breaks, which may depend on the nature and location of the program, the teens' needs, and the program length. These breaks may be unsupervised and/or take place off program premises. Breaks may be taken for eating or buying a snack, using the restroom, stretching and moving, taking a "brain break," or similar activities.

## PARENT SIGNATURE REQUIRED!!! NEW PACR FOR SUMMER 2018

After School Matters is rolling out a revised Program Acknowledgment, Consent, and Release (PACR) Form for Summer 2018. The revised version will address teen breaks, among other topics. **ALL TEENS (continuing and new) in any apprenticeship program will need their parent/guardian to sign and submit the form, regardless of having a signed PACR on file.** At the launch of the Summer 2018 Teen Application, parents and unaccompanied youth (youth who are not in the physical custody of a parent or guardian) who are 18 or older may sign and submit their PACRs electronically, which will automatically check the PACR as submitted in the Cityspan Teen Checklist. However, signed paper copies of the PACR will still be accepted, and instructors will have to manually check it in Cityspan's Teen Checklist. Further information about the process will be shared next month.

**Contact:** For inquiries related to the PACR or teen application, please call **312-742-4182** or email [applications@afterschoolmatters.org](mailto:applications@afterschoolmatters.org).

## COMING SOON! TEEN PAY AND STIPEND PAGE AVAILABLE IN TEEN APPLICATION

We are excited that teens can now confirm their program status as well as manage their stipend or wage eligibility. This new resource will provide teens with an overview of the following:

- Program Status
- Stipend Details
- Stipend Verification Status

Your teen can now confirm if they are on track to receive a stipend or intern/assistantship wage. If they are missing information, the Teen Pay and Stipend page will provide them with a list of what is missing and a link for them to submit information or documentation. In addition, this new resource will also provide clear instructions to follow if they are not enrolled in a program. **Teens will need their application number to access this Teen Pay and Stipend page within the teen application** at <https://youthreadychicago.cityspan.com/Web/sms/OnlineEnrollment/Spring2018/Application.asp>. The application number was provided in the enrollment notice provided to the teen and the parent/guardian email on file.

**Contact:** If your teen needs their application number, please call **312-742-4182** or email [applications@afterschoolmatters.org](mailto:applications@afterschoolmatters.org).

1. Basic Info

2. Choose Programs

3. Rank Programs

4. Applicant Info

5. Review

6. Confirm

Teen Pay and Stipends

## Teen Pay and Stipends

Am I enrolled in a program? **Yes, Enrolled - no missing information**

Currently enrolled in:

Program Name: *South Shore Chefs*

Program Location: *South Shore Cultural Center*

Program Schedule: *M Tu W (4:30PM-7:00PM)*

Program Contact: Instructor Name [*instructor.email@gmail.com*]

Program Model: *Apprenticeship*

Stipend Details: *up to \$325*

*Please note. After School Matters provides a stipend to teens who successfully meet program attendance requirements. If you have more than four absences during School Year or three absences during Summer (regardless of the reason), you may not receive the full stipend.*

Am I cleared to be paid? **Yes**

- ✓ Name entered: Teen's Name
- ✓ SSN/ITIN entered: Teen's SSN/ITIN
- ✓ Address entered correctly
- ✓ Program Acknowledgement, Consent and Release (PACR) submitted

Questions?

Click [here](#) for Frequently Asked Questions (FAQs).

For stipend or pay-related inquiries, please contact the Teen Stipends team at (312) 768-5199 or via email at [TeenStipends@afterschoolmatters.org](mailto:TeenStipends@afterschoolmatters.org).

For application-related inquiries, please contact the Teen Applications team at (312) 742-4182 or via [Applications@afterschoolmatters.org](mailto:Applications@afterschoolmatters.org).

Si gustarías ayuda en español, llama al 312-846-7106 o manda un correo electrónico a [espanol@afterschoolmatters.org](mailto:espanol@afterschoolmatters.org).

1. Basic Info

2. Choose Programs

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Teen Pay and Stipends

## Teen Pay and Stipends

Am I enrolled in a program? **Yes, Enrolled but missing information**

Currently enrolled in:

Program Name: *Advanced Darkroom Photography (Downtown Branch)*

Program Location: *Gallery37 Center for the Arts*

Program Schedule: *Th (5:00PM-7:30PM); Sa (10:00AM-4:00PM)*

Program Contact: Instructor Name [*instructor.email@gmail.com*]

Program Model: *Advanced Apprenticeship*

Stipend Details: *up to \$425*

*Please note. After School Matters provides a [stipend](#) to teens who successfully meet program attendance requirements. If you have more than four absences during School Year or three absences during Summer (regardless of the reason), you may not receive the full stipend.*

Am I cleared to be paid? **No, missing information**

- ✓ Name entered: Teen's Name
- SSN/ITIN entered:** Teen's SSN/ITIN
- ✓ Address entered correctly
- [Program Acknowledgement, Consent and Release \(PACR\)](#) submitted

Questions?

Click [here](#) for Frequently Asked Questions (FAQs).

For stipend or pay-related inquiries, please contact the Teen Stipends team at (312) 768-5199 or via email at [TeenStipends@afterschoolmatters.org](mailto:TeenStipends@afterschoolmatters.org).

For application-related inquiries, please contact the Teen Applications team at (312) 742-4182 or via [Applications@afterschoolmatters.org](mailto:Applications@afterschoolmatters.org).

Si gustarías ayuda en español, llama al 312-846-7106 o manda un correo electrónico a [espanol@afterschoolmatters.org](mailto:espanol@afterschoolmatters.org).

## Contact Us!

For inquiries related to teen stipends, please call our **Teen Stipend Hotline** at **312-768-5199** or email [teenstipends@afterschoolmatters.org](mailto:teenstipends@afterschoolmatters.org).

If your teen needs their **application ID number**, please call **312-742-4182** or email [applications@afterschoolmatters.org](mailto:applications@afterschoolmatters.org).