**How to Get Paid:**

To receive pay, you must complete and submit the following information:

**First Time-Interns**
- Attend on-site I-9 Employment Verification with the People & Culture Team before your first day of program. *Proper Employment Verification Documents are Required.*
- Turn in electronic W-4 forms on ADP Workforce Now.
- Clear IRS and address verification.
- New and updated SSN/IRS Verifications will be processed every Thursday.

**Returning Interns**
- Submit a signed Parent Program Acknowledgment, Consent and Release Form (PACR).
- Submit a completed Teen Program Acknowledgment, Consent and Release Form (Waiver).
- There are no maximum absences. Interns will receive pay for the hours worked.

**Teens Must Be 16 + To Participate**

**How Much Am I Getting Paid?**

Teens are paid $15.80 per hour before taxes.

**When Am I Getting Paid?**

<table>
<thead>
<tr>
<th>Period</th>
<th>Period Dates</th>
<th>Deadline to Enter Forms/SSN</th>
<th>Deadline to Enter Attendance in Cityspan</th>
<th>Pay Date</th>
</tr>
</thead>
</table>

**What If I Didn’t Get Paid?**

If you did not get paid on payday because of missing teen checklist items, please check your dashboard at afterschoolmatters.org/teens/apply.

**Need Stipend Help?**

Call 312-768-5199 or fill out a Contact-Us form on our website.