

Work Permit Information

For youth ages 14 through 17

Last year, the Pennsylvania Department of Labor and Industry updated the child labor law act (PA Child Labor Act 151), which affects all youth ages 14 through 17 who are seeking employment. The process for obtaining a work permit will remain the same for 2014. The process and policies to follow are listed below.

Here is a summary of the key changes to the state-wide work permit processes:

- In 2013, a new version of the **“Application for Work Permit”** was introduced.
 - The applicant’s parent or guardian will need to complete section B of this form, and the applicant must take that signed document to their assigned issuing location. See below for details.
 - The “Application for Work Permit” does not require a doctor’s signature, or a recent physical.
 - The parent or guardian does not need to be present when the work permit is issued. Therefore, the parent or guardian can sign the form in advance and have the youth complete the process on their own.
- The guarantee of a job is not necessary to receive a work permit.
 - Youth do not need to have secured employment in order to submit their “Application for Work Permit” to an issuing authority, and therefore can obtain one at any given time.
- There is only one type of work permit (blue).
 - In prior years, all youth ages 14 through 15 could only receive a non-transferable work permit (yellow). This permit no longer exists.
 - Now, all youth that submit a completed “Application for Work Permit” will receive a transferable work permit (blue), which they will be able to use in applying for jobs until they turn 18.
- There is an additional form, required only for youth ages 14 through 15, called the **“Parental Acknowledgement of Minor’s Duties and Hours of Employment.”**
 - This form also requires a parent or guardian signature; however that representative does not need to be present when this form is submitted. Therefore, a parent or guardian can sign the form in advance and have the youth complete the process on their own.

Here is an overview of the WorkReady youth enrollment processes:

- The School District of Philadelphia is the sole issuing officer for work permits.
 - A work permit is still a required document for all youth ages 14 through 17 who enroll in WorkReady programs.
 - Please note that an “Application for Work Permit” cannot be submitted with a WorkReady enrollment file. Youth ages 14 through 17 must secure a work permit through the District prior to submitting their WorkReady enrollment file by completing the “Application for Work Permit” and presenting valid proof of age (State ID, School ID, Birth Certificate, etc.) when obtaining a work permit.
 - All youth that were issued non-transferable work permits in prior years of WorkReady must follow the process for obtaining a transferable work permit through the District.
- After submitting the WorkReady online application, all youth ages 14 through 17 will receive a confirmation e-mail with the necessary documents attached.
 - The **“Application for Work Permit”**
 - The “Application for Work Permit” document will contain instructions for how, where, and when to obtain a work permit through the School District of Philadelphia. As soon as the parent or guardian signs this form, the youth can obtain a work permit at the District locations and times designated at the bottom of this document.
 - The **“Parental Acknowledgement of Minor’s Duties and Hours of Employment”**



- The “Parental Acknowledgement of Minor’s Duties and Hours of Employment” document is a form which is **required only for youth ages 14 through 15**. This form also requires a parent or guardian signature; however the representative does not need to be present when this form is submitted. Therefore, a parent or guardian can sign the form in advance and have the youth complete the process on their own.
- This form will be turned into PYN, who serves as the employer of record, and must be kept on file by PYN.

WorkReady Examples:

Youth ages 14 through 15

In order to have a complete WorkReady enrollment file, youth ages 14 through 15 must have a copy of their blue work permit card (issued by the School District of Philadelphia; see locations below), a signed “Parental Acknowledgement of Minor’s Duties and Hours of Employment,” as well as all other required WorkReady enrollment documents.

Youth ages 16 through 17

In order to have a complete WorkReady enrollment file, youth ages 16 through 17 must have a copy of their blue work permit card (issued by the School District of Philadelphia; see locations below) as well as all other required WorkReady enrollment documents.

Where to obtain a Work Permit:

Work Permits can be obtained at the School District of Philadelphia Education Center or at one of several schools with working paper offices. The locations and hours of each are listed below. These schedules will be in effect until June 20, 2014. After that time, please visit www.philasd.org/workingpapers for a new schedule.

The School District of Philadelphia

Education Center

440 North Broad Street
Philadelphia, PA 19130
Tuesdays and Thursdays:
3:00pm-5:00pm
Saturdays: 8:30am – 12:00pm

Edison / Fareira

151 W. Luzerne Street
Philadelphia, PA 19140
CAS Contact: Kelly Scott
Julio Padilla
"Se Habla Español"
Wednesdays: 3:00pm-5:00pm

West Philadelphia

4901 Chestnut St.
Philadelphia, PA 19139
CAS Contacts: Diana Rodriguez
Rasheedah Collins
"Se Habla Español"
Wednesdays: 3:00pm-5:00pm

South Philadelphia

2101 S. Broad Street
Philadelphia, PA 19148
CAS Contacts: Christine Partito
Deborah Weems
Wednesdays: 3:00pm-5:00pm

Martin Luther King

6100 Stenton Avenue
Philadelphia, PA 19138
CAS Contacts: Mark Wilson
Melodee Williams
Wednesdays: 3:00pm-5:00pm

Northeast

1601 Cottman Avenue
Philadelphia, PA 19111
CAS Contact: Mike Stiles
Marian Lasky
Wednesdays: 3:00pm-5:00pm