



Policy and Procedure

Title:	Youth Work Experience	Number:	OP-18-01
Effective Date:	May 10, 2018	Revisions:	February 23, 2022

Purpose:

The purpose of this policy is to establish the Shenandoah Valley Workforce Development Board's (SVWDB) approach for the use of work experience, internship, job shadowing, and other supported work experiences for youth under the Workforce Innovation and Opportunity Act (WIOA)

References:

1. TEGL 21-16
2. 20 CFR 681.600, 680.840
3. VWL 19-07 Change 1

Background:

WIOA defines work experience as "a planned, structured learning experience that takes place in a workplace for a limited period of time" and may be paid or unpaid. Work experience may occur in the private for-profit sector, the non-profit sector, or the public sector. Work experience provides the youth participant with opportunities for career exploration and skill development. Work experience must include academic and occupational education relating to a particular position, occupation, industry, and basic skills and abilities necessary to compete in the local labor market successfully. The educational component may occur concurrently or sequentially with the work experience inside or outside the worksite. The employer can provide the academic and occupational components, and they may be delivered separately in the classroom or through other means.

Program Standards:

The SVWDB program staff shall ensure that work experiences are appropriate based on the needs identified by the individual's comprehensive assessment. Work experiences should be limited (limitation explained in Program Design) and based on a service strategy identified in the Individual Service Strategy and combined with other services. These services will be of limited duration based on the individual participant's needs.

Because work experiences are pre-vocational services, the relationship between the WIOA participant and the employer that volunteers to provide the site for the activity for the WIOA program does not constitute an employee/employer relationship. WIOA payments to participants in work experiences are referred to as stipends. A stipend is an allowable form of compensation for participation in a WIOA work experience activity. For example, stipend payments to participants for classroom-based training, including work readiness or employability skills training, are allowable if tied to the work experience.

The SVWDB will monitor and evaluate the effectiveness of work experiences related to participants' career interests and meet the WIOA 20% expenditure rate of youth funds.

Program Design:

The SVWDB approves work-based learning activities in the form of work experiences for eligible participants.

Participants will not work more than 40 hours per week and shall be paid not less than the current minimum wage. If funding allows, the worksite's entry-level prevailing hourly rate applicable to the assigned position may be paid. Supporting verification documentation must be collected.

As part of the work experience, an incentive of \$25 for meeting goals or \$50 for exceeding goals will be given. To be eligible for the incentive, the participant must work a minimum of 25 hours per two-week pay period. In addition, the employer will complete a progress report for each pay period, and the incentive will be based on meeting or exceeding the following criteria:

- a. Attendance
- b. Quality of Work
- c. Productivity
- d. Communications

An additional incentive of \$200 will be given for the successful completion of all work experience hours.

Participants in a work experience are not employees of the service provider or the employer. Therefore, no tax withholdings will be taken from the participant's stipend to participate in this service.

Process:

The following are tasks to be performed in the provision of the work experience activity:

- Provides Accidental or Liability Insurance.
- Determines participant eligibility for the Youth program and assesses for reading and math proficiency, career interest, and aptitude.
- Determines the need for program and service activities.
- Develops Individual Service Strategy (ISS) with the participant. The Plan should outline the specific duration of the work experience and indicate how this activity is going to help the participant move from the work experience to employment. Whenever possible, participants should be placed in a work experience that complements their field of vocational study and/or career interests and aptitudes.
- Establishes worksite availability. The participant must interview for the service with the business, and the business may accept or reject the participant.
- Completes all paperwork for the participant and business with copies given to all parties, which include a worksite manual, worksite agreement, training plan, and participant manual.

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TDD: VA Relay Center: 711 or 800.828.1120
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