



## Policy and Procedure

<b>Title:</b>	Youth Work Experience	<b>Number:</b>	OP-18-01
<b>Effective Date:</b>	May 10, 2018	<b>Revisions:</b>	April 12, 2023

### **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
4. TEGL 09-22

### **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, the public sector, and be conducted in person or virtually. 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 before, during, or after the work experience inside or outside the worksite. An employer or training provider 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.

The Worksite Supervisor will complete a progress report at the end of the Work Experience. An incentive of \$200 will be given for the successful completion of all work experience hours.

Participants in a work experience who receive compensation in excess of \$600 will receive an IRS Form 1099-NEC at the end of the year. The form will be issued by the SVWDB, not the Worksite.

**Process:**

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

- The SVWDB will provide Accidental and Liability Insurance.
- Determines participant eligibility for the Youth program.
- 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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