



Policy and Procedure

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

Purpose:

WIOA defines work experience as "a planned, structured learning experience that takes place in a workplace for a limited period of time". A work experience may take place in the private for profit sector, the non-profit sector, or the public sector. Work experience provide the youth participant with opportunities for career exploration and skill development. Work experience must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. The academic and occupational education component may occur inside or outside the work site. The work experience employer can provide the academic and occupation component or such components may be provided separately in the classroom or through other means.

References.

1. TEGL 21-16
2. 20 CFR 681.600, 680.840

Policy:

Program Standards:

The Service Contractor 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 needs of the individual participant.

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 incentives for progress and attendance in an individualized career service, not compensation for work performed for an employer.

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

Program Design:

The SVWDB approves the local Service Provider to offer and provide work based learning activities in the form of work experience or internships to eligible participants.

Any participant receiving this service will receive a minimum hourly rate of \$9.00 and will not exceed \$15.00. Participant will not work more than 40 hours per week for a maximum of 320 hours per program year.

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. A progress report will be completed by the employer 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 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. Worker Compensation Insurance is provided by the Service Provider.

Process:

The Service Provider performs the tasks listed below:

- Provides Worker's Compensation Insurance.
- Determines participant eligibility for the Youth program and assesses for reading and math proficiency, career interest, and aptitude.
- Determines 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 includes a worksite manual, worksite agreement, training plan and participant manual.

Approved: May 10, 2018