

WORK EXPERIENCE

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BACKGROUND: One of the fourteen required WIOA youth program elements is Paid and Unpaid Work Experience. The services under this program element provide planned, structured learning experiences that take place in a workplace for a limited period of time. Services are focused on providing participants with opportunities for career exploration and skill development. A participant's paid or unpaid work experience must be tied to the goals identified in his/her individual service strategy.

This service will be recommended by career planners for those who are lacking a positive work history or are experiencing barriers to employment. The following services may constitute work experience:

- Employment opportunities;
- Pre-apprenticeship programs;
- Internships;
- Job shadowing; and
- On-the-job training (OJT) opportunities.

POLICY:

Category	Policy Details
Eligible Youth	Work Experience: Employment Opportunities will be restricted to out-of-school youth and Work Experience: Internships will be restricted to in-school youth.
Eligible Locations	Participants can be placed at a non-profit organization, government agency, or for-profit, business. Work experiences may not occur at the WDB or service provider's workplace.
Wages	Participants will be on the service provider's payroll and wages will be paid at either the business' prevailing wage rate for that position or at a minimum rate of \$10.00 per hour, whichever wage is higher. Participants will be paid bi-weekly. The service provider is responsible for Workers Compensation costs. Payroll costs for work sites are covered 100% by WIOA. Consistent with WIOA § 680.840, funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
Hours	Participants can work 10 - 40 hours per week, for a maximum of 240 hours. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists.
Monitoring	Work experiences are monitored by a business services representative and career planner throughout the duration of the work experience. The timesheets/progress reports are to be submitted by the employer to the service provider in a timely fashion. The career planner and business services representative will work together to resolve any issues.
Employer Agreement	Worksite representatives are required to sign an agreement before the participant can start work. The contract must include: the trainee's job description, skills to be taught, time frame for the training, who will be providing the training, and how the training will be taught.
Eligibility for Concurrent On-the-Job Training (OJT)	The work experience may be followed by an OJT contract, assuming the worksite demonstrates an extraordinary training need and the participant is performing more advanced work than during the work experience. As with any other OJT contract, the contract would need to be completed before the participant becomes an employee of the company and moves to the employer's payroll.
Academic and Occupational Component	A work experience must include both academic and occupational education components. Academic and occupational education must be designed to provide participants with contextual learning that may occur concurrently or sequentially with the work experience and may occur inside or outside the work site. DWD-DET requires that both the academic and occupational education components of a participant's work experience relate to the same specific job or occupational area. The work experience employer can provide the academic and occupational education, or it can be provided separately in the classroom or through other means. The WIOA

	service provider has the flexibility to decide the appropriate type of academic and occupational education necessary for a specific work experience and who provides the education.
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Policy Adopted: 03.16.2017
 Policy Revised: 03.16.2017; 12.06.2018; 09.26.2019
 References: Workforce Innovation and Opportunity Act; DWD/DET, Workforce Innovation and Opportunity Act Program Guide; 2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards