



**POCONO COUNTIES
WORKFORCE DEVELOPMENT BOARD (WDB)/AREA (NE 135)**

WIOA/TANF YOUTH WORK EXPERIENCE POLICY

1. PURPOSE

The Workforce Innovation and Opportunity Act (WIOA), 681.600, allows for work experience as an allowable activity for WIOA Youth participants. For purpose of this Pocono Counties WDA Policy, the definitions and implementation apply to participants funded through TANF Youth Development Funds as well.

Work Experience activities are planned, structured learning experiences that occurs in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. Work Experience Activities may take place in the private-for-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship exists. Work experiences are designed to provide WIOA/TANF Youth participants with opportunities for career exploration, skill development, as well as the acquisition of work maturity and other soft skills related to employment.

Work Experience opportunities are available for participants meeting the eligibility criteria for WIOA In-School, WIOA Out-of-School, or TANF Youth Development activities.

2. EFFECTIVE DATE

12/2/19

3. IMPLEMENTATION

Youth Program Providers must expend not less than 20% of the WIOA Youth funds allocated to them to provide ISY and OSY with paid and unpaid experiences. Expenditures which count towards this requirement include wages, fringe costs, and staff costs for the development and management of work experience activities.

- a. Services which are considered work experience activities include summer and year-round employment opportunities, Pre-apprenticeship activities, internships and job shadowing, and On-the-Job Training activities as defined in WIOA sec. 3(44) and in 680.700.
- b. Work experience must include linkages to academic and occupational education, which may occur concurrently or sequentially with the work experience as described in the participants' training plan or ISS. Academic/occupational education may occur outside of the work place such as provided by secondary or post-secondary activities that the participant is currently enrolled in.
- c. Participants engaged in work experience activities may not fill a job opening that is vacant because of a strike, lockout, or lay-off. Worksites utilized for work experience activities covered by collective bargaining agreements must have the concurrence of the local bargaining unit to host work experience participants consistent with WIOA sec. 680.840.

4. PARTICIPANT REQUIREMENTS

- a. WIOA In-School Youth, ages 14-21, and meeting the eligibility criteria as described in the PCWDA Title I-B Youth Program Policy.
- b. WIOA Out-of-School Youth, ages 16-24, and meeting the eligibility criteria as described in the PCWDA Title I-B Youth Program Policy.
- c. TANF Youth Development, ages 14-24, and meeting the eligibility criteria as described under the terms of the TANF Youth Development Grant Program.
- d. IS/OSY and TANF Youth participants in paid work experience activities will be paid \$9.00/hr, with the exception of those participants engaged in WIOA On-the-Job Training activities. WIOA OJT Participants must be paid a minimum of \$10.50/hr, as specified in the PCWDA OJT Policy.
- e. Paid work experience may be full-time or part-time, and can take place at multiple worksites during a participants' participation in WIOA or TANF funded activities. Gaps in work experience can take place due to academic or educational activities, such as youth participants enrolled in secondary or post-secondary school, as described in their training plan or ISS. The total hours of paid work experience for a participant during any program year may not exceed 1,040 hours, the equivalent of 6 months of full-time employment.

5. WORKSITE REQUIREMENTS

- a. Worksites hosting work experience participants may be public, private non-profit, or private for profit.
- b. Agreements must be completed and copies maintained by Youth Service providers for worksites utilized for work experience activities. These agreements should include union concurrence (if applicable), documentation of background check information for supervisors working with minor age participants, and describe both the scope and description of the work activities that participants will be engaged in while on site, as well as the contact

information for the worksite, along with a list of staff responsible for supervising WIOA or TANF Youth participants. The Agreements should also describe the worksite's responsibilities, including accurate documentation of hours worked, time sheets, and related requirements for payroll reporting purposes.

Attached is a generic template of the terms, conditions, and information that should be included in Worksite Agreements with the local Youth Training Provider. Youth Service Providers may customize their local agreements and add additional requirements, if consistent with WIOA/TANF Program regulations, as deemed necessary for local program design. The terms and conditions listed in the attached generic agreement represent the minimum elements suggested for Worksite Agreements under the PCWA Work Experience Policy.



GenericWorkExpAgreement.doc

- c. Worksites must also have posted and accessible Equal Opportunity, Civil Rights, Complaint procedures, Child Labor Law, Worker's Compensation, and any other relevant Labor Law, or other documentation required by the Youth Service Provider.
- d. Worksites where youth under the age of 18 will be participating must ensure that supervisors overseeing participants have passed appropriate background checks.
- e. There is no expectation that the employer providing the work experience opportunity will hire the participant permanently, although consideration for permanent unsubsidized employment opportunities with the host worksite should be encouraged.

6. Record Keeping/Data Input Requirements

- a. Youth Service Providers must maintain documentation of the following information related to Work Experience Participants.
 - 1. Documentation of appropriate WIOA Youth/TANF Youth Eligibility items.
 - 2. Documentation of I-9, Work Permit (if applicable), and other relevant documentation required by the employer of record.
 - 3. Time, attendance, and payroll documentation.
 - 4. Documentation that the participant was provided information regarding civil rights, complaint procedures, workers compensation information, and documentation that the participant was informed of their responsibilities, etc. such as handbooks or other program information.
 - 5. Appropriate notations and case notes for work experience activities on the participants' training plan or ISS.
 - 6. Timely data entry of all services and case notes on CWDS for WIOA Youth Participants.
Note* Such data input on CWDS, including applications and services received by TANF Youth Participants are required if the Department of Human Services requires this under the terms of the TANF Youth Development Grant.