

SNAPSHOT

Subject:	WIOA Title I Work Experience
Policy Number:	ADWDB-XX-2019

BACKGROUND

Work experience is applicable to all WIOA core programs because it is an invaluable tool to engage businesses and to support job seekers in overcoming barriers to employment. Work experiences are designed to help individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

For young people, work experience provides an opportunity for career exploration and skill development. Employers are critical partners that provide meaningful growth opportunities for young people through work experiences that give them the opportunity to learn and apply skills in real-world settings and ultimately jobs.

DEFINITION

A work experience is a planned, structured learning experience that takes place on a worksite for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate, and must be consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be within the private for-profit sector, the non-profit sector, or the public sector.

WORK EXPERIENCE FOR ADULTS

Work experience for adults may be provided as an individualized career service to enrolled Adults, if appropriate to obtain employment. The terms internship and work experience are used interchangeably in WIOA for adults.

WORK EXPERIENCE FOR YOUTH

For youth, work experiences are one of the fourteen (14) required program elements that must be made available in each local area. Work experiences may be paid or unpaid, but they all must include academic and occupational education components. The types of work experiences include the following categories:

- Employment opportunities available throughout the summer and school year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training (OJT).

20% YOUTH WORK EXPERIENCE EXPENDITURE REQUIREMENT

Title I of WIOA includes a requirement that a minimum of 20 percent of local area Youth funds must be spent on work experience. Program expenditures on the work experience program element can be more than just wages paid to youth in work experience.

INCENTIVE PAYMENTS

Incentive payments to youth participants are allowed for recognition and achievement directly tied to training activities and work experiences. Incentive payments may be used to recognize completion of a work experience, if this is documented in the individual service strategy (ISS) prior to the start of the work experience and this is identified as allowable in local policy. Incentive payments may not be used to recognize attendance in any activity, and are not considered to be stipends. Incentives must be tied to a measurable achievement of milestones such as completion of all components of a work experience, acquisition of a credential, or achievement of another specific goal documented in the ISS.

PATTERN OF FAILURE

A work experience agreement may not be written with an employer or worksite that has previously demonstrated a previous "pattern of failure." Such failure may include, but is not limited to: failing to provide participants with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

REMOVAL OF SE ACTIVITY CODE

Effective July 1, 2019, the SE activity code for summer work experiences is removed. The WE activity code will be used for all Work Experience and Connecting Colorado will distinguish between Summer Work Experience and all other Work Experience for federal reporting.

ADWB MEMBERS & ADW! EMPLOYEES

Arapahoe/Douglas Workforce Board (ADWB) members as well as Arapahoe/Douglas Works! employees are not eligible for any Arapahoe/Douglas Works! work training funding. In addition, relatives of ADWB members as well as Arapahoe/Douglas Works! employees are not eligible for any Arapahoe/Douglas Works! work experience funding. Relatives are defined as:

- Parents, spouses, children, cousins, grandparents, siblings, nephews, nieces, aunts, uncles, in-laws; please note, this is inclusive of step-family.

All participants in this category will be referred to other outlining counties for program-attached services. Any ADWB board member relatives and/or Arapahoe/Douglas Works! employee relatives enrolled prior to July 1, 2008 will adhere to Local Policy #2008-21.

CONFLICTS OF INTEREST

Employees shall not have a personal interest in any actions in which they may be involved in selecting the vendor, executing a contract or purchase order, or negotiating or administering the contract or purchase order. Employees will not be allowed to solicit, obtain, accept, or retain any personal benefit (gift, favor, service, compensation, or discount) from any supplier, vendor, or any individual or organization doing or seeking business with the County. Employees having a potential personal interest in a County contract, purchase, payment, or other financial or monetary transaction shall give 72 hours written advance notice of the conflict to the County Attorney. Failure to disclose a conflict will not be tolerated. "Personal interest" includes an interest held by the individual or relatives. Relatives are defined as: parents, spouses, children, cousins, grandparents, siblings, nephews, nieces, aunts, uncles, in-laws; please note, this is inclusive of step-family).