

# SNAPSHOT

**Subject:**

WIOA Title I Work Experience

ALL APRIL 2023 REVISIONS ARE HIGHLIGHTED IN YELLOW

## PURPOSE

To establish guidance, processes and procedures in regards to administering work experiences under the Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Youth programs.

## 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.

WIOA includes a major focus on providing youth with quality work experience opportunities in industries and occupations that put youth on a career pathway to high quality jobs, with a requirement that local areas must spend a minimum of 20 percent of local area funds on work experience. 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 Youth

While not explicitly listed in WIOA as a type of work experience, WIOA Youth expenditures related to Registered Apprenticeship programs count toward the 20% minimum work experience expenditure requirement. Please see section D. for further information on this requirement.

## 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. As of March 2, 2023, supportive services that enable WIOA participants to participate in work experience can count toward the 20% work experience expenditure requirement. This change is not retroactive for expenditures before March 2, 2023.

## Incentive Payments

Local areas may make Youth (not Adult or DW) incentive payments for completion of milestones or successful completion of a partial work experience, when a customer's work experience has been interrupted or terminated as a result of the COVID-19 emergency. Such incentive payments will NOT count towards the 20% work experience expenditure requirement for the WIOA Youth Program. Also, there will need to be documentation that the work experience ended early because of the pandemic, and that the customer successfully completed the shortened work experience or milestone. This can include an attestation by the employer, all of which can be captured in case notes. The ISS should also be updated with the work experience milestone prior to issuing the incentive payment.