

3.4.2.3 PAID AND UNPAID WORK EXPERIENCES

WIOA places a priority on providing youth with occupational learning opportunities through work experience. Youth formula funds may be used to pay a participant's wages and related benefits for work experience in the public, private, for-profit or non-profit sectors when the participant's objective assessment and individual service strategy indicate that a work experience is appropriate.

Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of work experience. Allowable expenditures beyond wages may include the following:

- A. Staff time spent identifying potential work experience opportunities
- B. Staff time working with employers to develop the work experience
- C. Staff time spent working with employers to ensure a successful work experience
- D. Staff time spent evaluating the work experience
- E. Classroom training or the required academic education component directly related to the work experience
- F. Orientation sessions for participants and employers
- G. Incentive payment to youth for an achievement directly tied to the work experience
- H. Employability skills/job readiness training to prepare youth for a work experience

Academic and Occupational Education Requirement

The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries or occupations. For example, if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of different types of hospital occupations such as a phlebotomist, radiology tech, or physical therapist. Whereas, the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament.

Local programs have the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience. Further, Local Areas may decide who provides the academic and occupational education component. The academic component may take place inside or outside the work site, and the work experience employer may provide the academic and occupational education component or such components may be provided separately in the classroom or through other means (TEGL 21-16).

Paid and unpaid work experiences must include academic and occupational education, provided either concurrently or sequentially, and may include the following:

- A. Summer employment and other employment opportunities available throughout the school year. Local areas may, but do not have to, provide summer employment

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Paid and Unpaid Work Experiences are planned, structured learning experiences that take place in a workforce 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. 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. Work experiences provide the youth participant with opportunities for career exploration and for skill development. The types of youth work experiences include the following categories: ¶

A. Summer employment opportunities and other employment opportunities available throughout the school year; summer employment opportunities are a component of the work experience program element. 146 ¶

B. Pre-apprenticeship programs; a pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship program;¶

C. Internships and job shadowing; and ¶

D. On-the-job training opportunities. For full policy, see state policy section 3.4.1.5.

opportunities. Under WIOA, it is incorporated into work experience. Local areas have the flexibility to decide which work experiences are provided as long as the local area spends at least 20% of their WIOA youth formula allocation on work experience (Title 20 CFR Section 681.620).

- B. Pre-apprenticeship programs: Pre-apprenticeships are designed to prepare individuals to enter and succeed in an apprenticeship program. Pre-apprenticeship programs include the following elements:
 - i. Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved
 - ii. Access to educational and career counseling and other supportive services, directly or indirectly
 - iii. Hands-on, meaningful learning activities that are connected to education and training activities
 - iv. Opportunities to attain at least one industry-recognized credential
 - v. A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program (Title 20 CFR Section 681.480)
- C. Internships and job shadowing: Job shadowing is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant and may last anywhere from a few hours to a week or more (TEGL 21-16).
- D. On-the-job training (OJT) opportunities: OJT means training by an employer that is provided to a paid participant while engaged in a job that meets certain criteria. For full OJT policy, see section 3.4.1.2.

Local Policy

Local boards must establish local policies regarding work experience. At a minimum, these policies need to address the following:

- A. How the hourly rate is determined;
- B. Maximum training hours;
- C. How a participant's need for work experience is determined;
- D. A process to evaluate the performance of the work experience participant and assessment method(s);
- E. Appropriate incentives and limitations on the amounts must be addressed either in the local work experience policy or in the local youth incentives policy

Work Experience Expenditure Requirement

Local Areas must spend at least 20 percent of their WIOA youth formula allocation on work experience (WIOA Section 129[c](4)). Leveraged resources cannot be used to fulfill any part of the 20 percent minimum work experience expenditure requirement (TEGL 21-16). The work experience expenditure rate is calculated after subtracting funds spent on administrative costs. Additionally, the expenditure rate is not applied separately for ISY and OSY.