

## **Herkimer, Madison & Oneida**

### **WORKFORCE DEVELOPMENT BOARD**

<b>POLICY #17-01:</b>	Work Experience for Youth
<b>DATE:</b>	June 23, 2017
<b>APPLIES TO:</b>	WIOA Title I – Youth Programs

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#### History

Sec. 129 (c) (4) of the Workforce Innovation and Opportunity Act (WIOA), states that not less than 20 percent of the funds allocated to the local area shall be used to provide in-school and out-of-school youth with paid and unpaid work experiences that have as a component academic and/or occupational education, which may include:

- a. Summer employment opportunities and other employment opportunities available throughout the school year
- b. Pre-apprenticeship programs
- c. Internships and job shadowing
- d. On-the-job training opportunities

Work experience assists youth in building employability skills through actual experience in a job. This element was designed to connect community businesses with individuals to build skills and maximize their efforts in becoming marketable in the workforce.

#### Purpose

The purpose of this policy is to communicate local guidance on the work experience element, the parameters wherein these services shall be provided and the record-keeping requirements of the case management provider(s).

#### Provision

Enrolled youth, up to and including age 24, are eligible for a work experience, providing that their objective assessment and individual service strategy indicate the appropriateness.

Appropriateness is determined based on a youth who has:

- A lack of any work history;
- Unsubsidized employment lasting less than three (3) months;
- Three (3) or more jobs within twelve (12) consecutive months or
- Been evaluated and determined to be likely to benefit from a work experience

#### **A. Pre-Requisites for Work Experience**

Prior to a youth being placed in a work experience opportunity, the youth counselor, through the objective assessment process, must document and evaluate youth's work history including experiences such as volunteering, after-school jobs, etc.

## **B. Service Component Structure**

Work experiences for WIOA-enrolled youth will be funded by the individual county offices of the HMO local area. Youth will be paid based upon the New York State minimum wage. The levels of work experience available to youth are:

- A work experience of up to 200 hours of subsidized employment at a business within the youth's area of career interest.
- On-the-Job Training: Youth counselor may work with OJT Specialist to provide an OJT opportunity with a local business at a 50% reimbursement rate and an hourly wage which matches the current state minimum hourly wage.(youth only). Justification of skill level gap and training time needed must be indicated in the youth ISS. Refer to the OJT policy for specific OJT guidelines.

Please note that, if deemed appropriate, a youth can participate in both levels of work experience with the same employer. Work experience may be in the private for-profit sector, the non-profit sector, or the public sector.

A specific O\*Net Job Title will be determined within the Youth's Career Pathway. Based on the skills and knowledge required for the O\*Net Job Title a Training Outline will be developed. The Training Outline will include an academic and occupational skill which will be completed by the Youth. The Youth Career Advisor will ensure that the Youth completes an online course, online instructional video, short-term educational course, or other method to acquire the academic and occupational skill.

## **C. Procedure**

Once the youth counselor has matched a youth with a specific business, and the business has indicated a willingness to participate, a worksite agreement should be signed between the staff and the business. A worksite agreement helps determine the use and duration of work experiences, identifies worksite pre-evaluation factors, and a worksite pre-evaluation process.