

WIOA YOUTH POLICY

DATE ISSUED: February 1, 2018

REVISED: September 10, 2019

TO: Workforce Solutions WIOA Youth Staff

FROM: Program Manager

SUBJECT: Work Experience for Youth Participants

PURPOSE: Work Experiences (WEX) must be pursued for the purposes of increasing academic and occupational education and skills. All work experiences are required to include development or improvement of academic and/or occupational skills, for the purpose of increasing participants ability to obtain unsubsidized employment. Participants will be placed in subsidized work experience sites that will provide them with work activities that will lead them to develop new skills, and/or enhance their current skills. WEX will provide an opportunity to gain experience in a supportive work environment that builds confidence and give participants an opportunity to explore career pathway options. Upon completion of WEX, participants will have acquired new skills, enhanced current skills, improved their soft-skills, and will be better prepared for competitive, unsubsidized employment.

Work Experience is an activity that is monitored by DEED, so all subsequent information, data, and tracking need to be internally monitored and maintained on a consistent, timely, and accurate level.

PROCEDURES:

Eligibility:

Work Experience is an option if the participant meets program eligibility, agrees to participate, and meets the following criteria:

- Be actively engaged with their Employment Guidance Counselor (EGC)
- Have an active ISS Plan which indicates Work Experience as an activity
- Meets all employer specific eligibility criteria

The Process:

- Once a participant has indicated their interest in engaging in a Work Experience the EGC will work on finding an appropriate employer to work with and document this site with the approval of the Supervisor.

- EGC will work with participant to complete the Work Experience Learning Plan. EGC will store plan in participant's file, and provide it to Work Site Supervisor, when appropriate.
- EGC and participant fill out WEX paperwork (listed below in Forms), give to agency Planner or Supervisor who will make the approval decision.
- Agency Planner/Supervisor will then give all required paperwork to Ramsey County HR.
- Once paperwork is turned in, EGC can work with participant and employer to determine a start date, weekly schedule, and appropriate check-in times.
- EGC will check in with the participant on a regular basis, documenting in Workforce One (WF1) all subsequent interactions.
- A mandatory check-in must be completed by the EGC after the participant has completed 40 hours of subsidized employment. This **40-hour check-in** will determine if the work site is going well for both participant and employee, and if it is determined that it is going well the participant shall receive a slight wage increase (if allowed by program budget). The 40-hour check-in, like all participant interactions, shall be documented in WF1 Case Notes.

Forms:

The following forms are necessary to begin a Work Experience. All forms are to be in the participants file (or scanned and entered in the Electronic Document System in Workforce One):

- Work Experience Program Referral
- Work Experience Learning Plan
- Worksite Agreement
- Monthly Timesheet
- Ramsey County Employment Forms
 - Ramsey County Application
 - Employee Info Change Form
 - I-9
 - W-4 Federal
 - W-4 Minnesota
 - PERA
 - Direct Deposit
 - Payroll Schedule

Workforce One (WF1) Coding:

All WEX activities shall be added as an activity in WF1 using the activity type **Work Experience**. Use the first date the participant works as the **Start Date**, and the last day worked with that employer as the **End Date**. If a participant has multiple Work Experiences, then multiple Work Experience

Activities should be opened to reflect each individual Employer, or individual Work Experience.

The **Employer Name** should be correctly cited, and the participants on-site supervisor should be listed as the **Employer Contact**, along with corresponding contact information such as phone number and address. The **Job Title** the participant is working under is also to be included, along with the **Wage** information. The **Occupational Title (O*Net)** and **Employer Industry (NAICS)** are also to be added. The Occupational title is required via WF1, and the Employer Industry is required by WFS.

Upon completion of the Work Experience, the activity should be closed, using the last date of employment as the end date for the activity. Completion success is determined by whether the activity came to an end due to funding/time limit/full time hire, all being success exit reasons. And unsuccessful closure would be a WEX that ended due to the site supervisor no longer wishing to continue with the participant.

All Work Experience engagement between the EGC and participant shall be case noted, including but not limited to, beginning the WEX, ending the WEX, and all progress check-ins with the participant.

All Support Services provided shall also be indicated in the Support Services section of WF1, as well as case noted. All support service case notes and WF1 entries should make clear that the support service was issued for the Work Experience.

Special Conditions:

A participant may be allowed to participate in more than one facilitated Work Experience site. If there is funding available, and it is in the best interest to the participant to have multiple sites, this can be allowed. Coding in WF1 would remain the same, each unique WEX experience would have its own individual activity, with all the above listed information recorded.

Workplace Injury:



If a participant is injured on the site they are to report their injury to their supervisor and EGC within 24 hours. EGC will follow Ramsey County's Workplace Injury procedure following the report from the participant.

EFFECTIVE DATE: February 1, 2018

CONTACT PERSON: Program Manager