

GRWDB Youth Work Experience and Incentive Payments Policy

Purpose: A Youth Work Experience and Incentive Policy, required under Workforce Innovation and Opportunity Act (WIOA) Title I programs, per NJWIN 1-17 was approved at the Oct. 6, 2022, board meeting of the Greater Raritan Workforce Development Board (GRWDB).

Background: WIOA Sec. 129 lists the 14 required program elements that every workforce development board must make available in their Local Area. Includes in these is the following: paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

- Summer employment opportunities and other employment opportunities available throughout the school year
- Pre-apprenticeship programs
- Internships and job shadowing
- On-the-Job Training (OJT) opportunities

WIOA Sec. 129 (C)(4) requires that local workforce development area expend at least 20 percent of the funds allocated to them to provide youth being served with paid and unpaid work experiences. Work experience is defined in 20 CFR 681.600 as a planned, structured learning activity that takes place in a workplace setting 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 exists. Consistent with 20 CFR 680.840, funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. Work experiences provide the youth participant with opportunities for career exploration and skill development.

Policy: Per WIOA, Local Area workforce developments boards are responsible for creating and directing policy and a service delivery strategy for administering youth work experience and incentive payments. An agency providing work experience as a result of a competitively procured contract for the GRWDB will utilize the following Youth Work Experience and Incentive Payments Policy:

Goal of work experience: Work experience is designed to aid participants in a structured environment, learning good work habits with the focus on career exploration. Work goals and objectives, where possible should be reflective of career choices where youth have expressed interest.

Duration of work experience: Work experience must be a minimum of 75 hours and a maximum of 150 hours. Youth that require less than 75 hours or more than 150 hours required GRWDB director approval.

A youth who stops attending work experience prior to meeting the minimum hours required because of accepting employment or starting a training/education program, is considered a positive termination from work experience.

Wages/incentive/stipends: Any agency providing work experience as a result of a competitively procured contract is required to pay youth work experience at minimum wage. Unpaid work experience, incentive or stipends are not appropriate for work experience activities.

Worksite Agreements: Agencies may use their own worksite agreement as long as it minimally contains the information in the worksite agreement sample in NJ WIN 1-17.

Monitoring: Youth progress towards meeting goals are regularly monitored by employment counselors. The GRWDB will monitor each work site at least once per contract year. (Attachment A)

Attachment A

**Greater Raritan Workforce Development Board
Youth Program Worksite Checklist**

Name of Work Site _____

Monitor Checklist

1. The worksite agreement was available upon request and included a training plan.

Comments:

2. The youth's worksite duties are for training purposes and not gainful employment.

Comments:

3. The work experience did not aid, directly or indirectly, in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out during a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

Comments:

4. Attendance is documented and being signed by the worksite supervisor.

Comments:

5. The worksite will not allow youth to participate in hazardous/prohibited activities.

Comments:

6. Required postings are visible (child labor laws, EEO, employee rights and DOL minimum wage law).

Comments:

Worksite Supervisor _____
(Print Name) (Signature) (Date)

Program Monitor _____
(Print Name) (Signature) (Date)

GRWDB Director _____
(Print Name) (Signature) (Date)