



INTERNSHIP/WORK EXPERIENCE

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I. BACKGROUND

Workforce Innovation and Opportunity Act (WIOA), Sec. 134(c)(2)(A)(xii)(VII) allows for the provision of Internship or Work Experience that are linked to careers for Adult and Dislocated Worker participants through Individualized Career Services.

WIOA Sec. 129(c)(2)(C) allows Youth the provision of work experience that have an academic and occupational education component. Work experience opportunities may include summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs (see Administrative Bulletin 216), Internships and job shadowing, and On-the-Job Training (OJT) opportunities (see Administrative Bulletin 212 On-the-Job Training).

II. GENERAL POLICY

Internship/Work Experience shall be designed to help acquire personal attributes, knowledge and skills, and promote the development of good work habits and basic work skills, to obtain or maintain a job and advance in employment. Internships/Work Experiences are for individuals who have never worked, very limited occupational exposure, or who have been out of the labor force for an extended period of time.

Internship/Work Experience may be accompanied, either concurrently or sequentially, by other services designed to increase the basic education and/or occupational skills of the participant as determined through comprehensive (Adult and Dislocated Worker) and objective assessment (Youth) and documented in the state provided database as part of the employment plan. Accompanying activities will be provided if they are determined to be beneficial for the participant. All youth internship/work experience sites must have the appropriate Minor Work Permits posted when applicable.

An Internship/Work Experience is a planned, structured learning experience that takes place in a workplace for a maximum of 300 hours on the worksites. If a participant is in need of additional

worksite placement the contractors must ask the South Central Workforce (SCW) for approval to go over the **300 hour** threshold and provide a justification. Internship/Work Experience may be paid or unpaid, as appropriate. An Internship/Work Experience may be in the private for-profit sector, the non-profit sector, or the public sector.

Contractors shall ensure that worksite assignments do not supplant the employer's workforce, and that worksite positions are in addition to existing positions. Furthermore, it is not to benefit the employer, although the work done by the participant may be of benefit.

For worksite placements where a collective bargaining unit exists and Union comment/concurrence is required, comment/concurrence must be obtained from an appropriate bargaining unit representative. A shop steward may not be considered an appropriate signatory.

For Youth, the academic and occupational education component refers to contextual learning that accompanies a work experience. The work experience employer can provide the academic and occupational component, or such components may be provided separately in the classroom or through other means.

For example, if a Youth is in an internship/work experience at a hospital, the occupational education would be learning about the duties of different hospital occupations such as radiology technician, physical therapist, etc. Whereas academic education could be learning some of the information the individuals in those occupations need to know such as why blood type matters, the name of specific bone in the body, function of specific ligaments, etc.

Supportive Services as an Allowable Work Experience Expenditure:

TEGL 21- 16 stated that "supportive services are a separate program element and cannot be counted toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience."

III. COMPENSATION

Participants enrolled in Internship/Work Experience shall be paid hourly at the same rate as similarly situated employees or trainees, but not less than the higher of minimum wage prescribed under the Fair Labor Standards Act, or applicable State or local minimum wage laws.

Participants enrolled in Classroom Training, combined with an Internship/Work Experience, may continue to receive the hourly rate for the Internship/Work Experience only

IV. WORKSITE AGREEMENT

A Worksite Agreement may be written for group training with only one employer, provided work conditions, job/training description, and wage rates are the same for all participants covered under the agreement.

The attached Internship/Work Experience Agreement is to be used for Internship/Work Experience assignments. The format may be revised provided the content is not altered.

Attachment 1: Internship/Work Experience Agreement.

REFERENCES

All Contractors will be monitored for compliance with the MIS procedures for timeliness, accuracy and completeness of all forms and documents.

- 20 CFR § 680.180
 - 20 CFR § 681.600
 - TEGL 21-16, Change 1 – WIOA Youth Program Guidance
 - TEGL 09-22 – Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance
 - WorkSource System Policy 1020, Revision 3 – Data Integrity and Performance Policy and Handbook
 - WorkSource System Policy 5602, Revision 5 – Support Services and Needs-Related Payments
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