



Ohio Valley Employment Resource
PO Box 181 Marietta, OH 45750
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OVERWIOAPL 15-12-13 Work Experience

I. PURPOSE

Adult & Dislocated Worker- The State of Ohio has issued guidance on paid and unpaid work experience for the adult and dislocated worker programs under Title I of the Workforce Innovation and Opportunity Act (WIOA). This guidance is identified as WIOAPL 15-12 (Work Experience for Adults and Dislocated Workers) on the state web page.

Youth- The State of Ohio has issued guidance on paid and unpaid work experience for the youth program under Title I of the Workforce Innovation and Opportunity Act (WIOA). This guidance is identified as WIOAPL 15-13 (Work Experience for Youth) on the state web page.

Within this guidance, the state sets forth minimum criteria for the local Workforce Development Board to set policy on. To avoid repetition and remain timely with state revisions/clarifications, our local Workforce Development references the state guidance and does not repeat state guidance and cites our local policy to implement state and federal policy. Review the WIOA act, regulations and state policy for completeness in reference to the local decisions identified herein.

II. Effective Date with WDB and COG motion #s

5-21-18, WDB 27-17; COG 24-17 revised to include adult & dislocated workers from 6-19-17; COG motion 32-16; WDB motion 30-16

III. POLICY IMPLEMENTATION

To ensure complete documentation of the work experience, it will be the policy of the local (WIOA15) Workforce Development Board to require:

A. Completion and retention in participant folder of same/similar, "**OVERWIOAPL 15-12-13 Work Experience for Placement Checklist.**"

B. Completion and retention in participant folder of same/similar, "**WORK EXPERIENCE CONTRACT.**"

C. If Incentives are tied to the work experience, **refer to the local Youth Incentive Policy & Form.**

D. **WCMS & CFIS** client records must be updated in a timely manner to reflect the activity captured in the above forms and agree to the participant file.

E. Completion of the second section of the "**OVERWIOAPL 15-12-13 Work Experience Placement Checklist,**" detailing monitoring activity.

Documentation of need and subsequent placements – It is understood that the employer community feels that some individuals lack work readiness skill, such as found on the second page of the Addendum C of the contract. To address this need, limited documentation is required for the first work experience. However, second and/or especially repeat work experiences at the same location must provide documentation of need, which may include progression of skills; mastery of tasks/applications/machinery, the ability to adapt to new work environments/communicational skills, etc. For these placements, the first page of skills is required to be completed and show advancement from skill progress on any prior duplicative listings on past work experience.

Overall Concepts:

The **Goal** of the work experience - Work experience designed to aid participants in a structured environment, learning good work habits with the focus on career exploration.

Duration of work experience - The duration of paid and unpaid work experience may vary by participant need. A minimum amount of hours are initially identified in the contract and if the participant is benefiting from the experience, the contract may be extended through contract extension to a new maximum limitation. The duration is dependent upon the progress of the individual.

Pay / Incentives / stipends – Pay, incentives and stipends should be appropriate and in support of the activity. Pay shall not be less than required by governmental standards. Incentives / stipends should follow local Incentive policy. Stipends are a form of incentive and will be reference as such in the area.

Monitoring – The monitoring will occur every three months or more frequently, depending on participant need. The monitoring will be done by representative of the entity signing the contract. The employer needs to establish a point of contact for this contract. However, if needed, local area, state and/or federal monitors/auditors can make appointment with the employer to monitor as well. This outside monitoring will be done in conjunction with the representative of the entity signing the contract, whenever possible.

IV. Technical Assistance

At the county level, it is the county's discretion to contact the state directly or to start with the Area Executive Director. However, regardless of choice, the Area Executive Director must be consulted, whether directly or by cc: on email, so that the WDB is informed and engaged in local implementation.

V. References

State WIOAPL 15-12 (Work Experience for Adults and Dislocated Workers) See all additional references in state policy.

State WIOAPL 15-13 (Work Experience for Youth) See all additional references in state policy.