



BLUE RIDGE REGION

Title: Work Experience/Internships Policy	
Effective Date: 6/8/2017	Revised Date: 8/2023

Purpose

The purpose of this policy is to establish guidelines for the arrangement of Work Experiences/Internships where an individual will be able to learn an employment related skill or qualify for an occupation through demonstration and practice.

References

- 20 CFR 663 and 664
- Virginia Workforce Letter (VWL) No. 19-07, Change 2
- Fair Labor Standards Act
- 20 CFR 680
- 20 CFR 681.600
- WIOA, Public Law 113-128
- TEGL 19-16
- TEGL 21-16
- TEGL 23-14
- TEGL 08-15
- TEGL 9-22

Policy

It is the policy of the Greater Roanoke Workforce Development Board (GRWDB) to provide the option of Work Experience/Internships to Workforce Innovation and Opportunity Act (WIOA) Title I program participants, where applicable and beneficial. Work Experiences/Internships are planned, structured learning experiences that take place in a workplace for a limited period of time. Work Experiences/Internships may be paid or unpaid, as appropriate and may be in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any Work Experience/Internship where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. Funds provided for these activities 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. WIOA is an Equal Opportunity Program and auxiliary aids and services and interpreters are available upon request to allow program participation in services, such as Work Experience/Internship.

Procedure

Participant Eligibility

Eligible participants can participate in a Work Experience/Internship activity once assessed and an Individual Employment Plan (IEP) and Objective Assessment (OA) has been successfully developed. In accordance with the IEP and OA, there must be a justified, substantial need for a Work Experience/Internship, and can be provided to offer opportunities for career exploration and/or skill development. Work Experiences/Internships will be combined with comprehensive career and supportive services, as needed.

Host Eligibility

An eligible host for a Work Experience/Internship must meet the following criteria:



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- May be in the public, private non-profit, or private sector.
- Must have adequate personnel to provide enough supervision and training for the Work Experience/Internship participants.
- Must provide to the Work Experience/Internship participants working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
- Must not use assignments to displace regular employees, or to replace any employee on layoff.
- Must provide an opportunity for the WIOA Title I participant to gain experience and/or skills that lead to occupations identified as in-demand in the labor market and determined to be of priority in the region's Local Plan.

Work Experiences/Internships may not be provided within a Virginia Career Works Center, unless approval from the Executive Director of the GRWDB has been received in writing PRIOR to the start date of the Work Experience/Internship.

Staff may request a waiver for participants that are interested in opportunities outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by a GRWDB Director prior to approving funding for the participant. Waiver documentation must include, at a minimum:

- Justification within the participant's IEP identifying occupation interest and/or aptitude;
- Barriers to employment and/or training in the target sectors and occupations; and
- Local labor market information including LMI data as well as at least 3 different current job openings paying a self-sufficient wage (as defined in our Eligibility policy) for the occupation connected to the training.
- These items must be attached to the waiver request form to a GRWDB Director. Waivers may be available for no more than 5% of funds budgeted annually by line item and by program (i.e.: 5% of the Adult ITA budget, etc.).

Work Experience/Internship Implementation

Because the Work Experience/Internship activity is considered a pre-vocational service, the relationship between the WIOA Title I participant and the host for the Work Experience activity does not constitute an employer/employee relationship. A review of the host will ensure that there is currently or expected to have enough work to provide the service for the participant. An on-site or virtual visit by staff may be conducted to ensure that the host has the necessary equipment, materials, and supervision to host the Work Experience/Internship participant.

Payments to WIOA Title I participants that are participating in Work Experience/Internship opportunities are stipends provided for progress and attendance in an intensive service, not compensation for work performed for an employer. Payments to participants for classroom-based training, such as high school equivalency training, are only allowable if tied to a work experience. An educational component such as a high school equivalency program with no ties to a work experience activity is not an allowable cost. All WIOA Title I participants that participate in a Work Experience/Internship opportunity will be provided a 1099 MISC by January 31st documenting the prior calendar year stipends received. All WIOA Title I participants will receive information on requirements to file income taxes and resources to assist them with filing at little to no cost, if applicable.



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A Work Experience/Internship agreement will be completed between the host site, WIOA Title I participant, and the GRWDB. This agreement must be limited to the period required for a participant to complete career exploration activities and/or become proficient in the skills that have been identified in the IEP and OA that are needed for job development. In determining the appropriate length of the agreement, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's IEP. The agreement must include this duration, tasks, duties, supervision, health and safety standards, and other conditions of work experience, such as consequences of not adhering to the agreement and a termination clause. The agreement will also explain that the worksite/host site will be required to provide progress or performance feedback. Work Experiences/Internship and the agreements for these services must include an academic component of some nature related to the skills and knowledge needed in the WEX, or related occupation, a specific occupation, occupational cluster, or career pathway. This must be documented within the Work Experience/Internship agreement and must be completed either prior to, during or after the Work Experience/Internship.

Prior to the development of the Work Experience/Internship agreement, the host will provide a job description for the Work Experience/Internship opportunity and a concise outline of the Work Experience/Internship to be given, tasks to be learned, and the approximate hours of training required for each task. If this is not formally available, WIOA Title I staff will work with the host to develop the outline and assign hours for Work Experience/Internship. Once this is completed, the WIOA Title I Staff will determine the length of the training period that will be covered by the agreement. Work Experience/Internship participants will be paid a stipend at a rate of \$15 per hour that the participant successfully attends and participates in the Work Experience/Internship. A Work Experience/Internship may not last longer than 8 weeks nor exceed \$4,800 in stipends, whichever comes first. Funds allocated to a participant for a Work Experience/Internship will count towards the maximum expenditure per participant of \$8,000 per year. Waivers to the time maximums outlined here may be authorized on a case-by-case basis by the Senior Operations Director, if requested & approved in advance of exceeding these limitations.

Timesheets shall be submitted to the WIOA Title I staff on a biweekly basis documenting the hours that the participant attended the Work Experience/Internship. This timesheet must be signed by the participant and the Work Experience/Internship supervisor. WIOA Title I staff will also contact the participant at least once a month to ensure that if additional career services and/or supportive services are needed, that they are provided to the participant to ensure successful completion of the Work Experience/Internship activity. This will also be an opportunity for the WIOA Title I staff to update the IEP and assess the participant for additional needs/services.

Local WIOA Title I staff must periodically monitor the participant and the worksite or a host site to ensure that goals are being met and adherence to guidance and WIOA law and regulations. Work Experience monitoring may be completed by the Career Coach, Career Pathways Coordinator or a Manager. The monitoring will include the completion of any monitoring forms developed by GRWDB staff.

Funding Priorities

While both the WIOA Title I Adult and the WIOA Title I Youth program may provide Work Experience/Internship opportunities for enrolled participants, there is a requirement in federal law that a minimum of 20% of WIOA Title I Youth program year funds must be spent on Work Experience/Internship opportunities and associated activities. Activities and expenditures that



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can count toward the calculation of Work Experience/Internship expenditures includes the following:

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- Payments provided for participation in a work experience.
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience.
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience.
- Staff time spent evaluating the work experience.
- Participant work experience orientation sessions.
- Employer work experience orientation sessions.
- Classroom training or the required academic education component directly related to the work experience.
- Incentive payments directly tied to the completion of the work experience.
- Employability skills/job readiness training to prepare youth for a work experience.
- Expenses for a registered apprenticeship/pre-apprenticeship that occur before the youth exits the WIOA program.
- Supportive Services expenses needed for a participant to participate in or complete a Work Experience.