



Policy: Cumberland/Salem/Cape May Workforce Development Board Policy on WIOA Youth Work Experience

Purpose: The WDB is responsible for creating and directing policy and a service delivery strategy for administering work experience. The policy must include, at minimum:

- The goal of the work experience
- Duration of work experience
- Incentives / stipends
- Monitoring

Background: WIOA Sec. 129 lists the 14 required program elements that every local workforce development board must make available in their area. Included 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; and*
- *On-the-job training opportunities*
- *Worked based learning*

WIOA Sec. 129 (c) (4) requires that local workforce development areas expend at least 20 percent of the funds allocated to them to provide in-school and out-of-school youth 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 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, as defined by the Fair Labor Standards Act or applicable State law, 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.” Additional information on the employer/employee relationship may be found on the United States Department of Labor (DOL) Wage and Hour Division website: <https://www.dol.gov/whd/>

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 would require Workforce Board Director approval.

A youth who stops attending work experience prior to meeting the minimum 75 hours on account of accepting employment or starting a training/education program, is considered a positive termination from work experience.

Wages/incentives/stipends: Any agency providing work experience stipends are required to pay the youth work experience wages at minimum wage.

SYWEP Stipends – Fixed payments paid to program participants for participation in a training or other workforce activity that requires a substantial or regularly scheduled time commitment. Stipends are a form of financial support paid to a participant to help cover the costs associated with living expenses, travel, and/or materials needed to be successful in training or other workforce activities.

Stipend payments must be paid at a minimum bi-weekly.

Worksite Agreements: Agencies may use their own worksite agreement as long as it minimally contains the information given in the worksite agreement sample in New Jersey Workforce Innovation Notice 1-17.

SYWEP Worksite Agreements: Worksite Agreements will be provided by the operators of the program. All worksites will be required to have a background check if the employee/mentor is working directly with a youth under the age of 18.

Monitoring: Youth progress towards meeting goals is regularly monitored by employment counselors. The WDB program monitor will monitor each work site at least once per contract year using the attached form.

Attachments:

Attachment 1: New Jersey Workforce Innovation Notice 1-17 on Youth Work Experience

Attachment 2: Monitoring Checklist

Amendment Date	Effective Date
2/15/2024	7/1/2024
4/5/2018	7/1/2018