Local Workforce Development Area:
ARIZONA@WORK Pima County One-Stop

WORKFORCE INNOVATION AND OPPORTUNITY ACT	WIOA TITLE I-B YOUTH PROGRAM Youth Work Experience Guidelines

APPROVED BY: _____

Arnold Palacios, Director, Pima County Community Services, Employment and Training

APPROVAL DATE: _____

I.   BACKGROUND AND PURPOSE

These Guidelines provide policy and procedures for the Local Workforce Development Area (LWDA) referred to as the ARIZONA@WORK Pima County One-Stop to use when providing services governed by the Workforce Innovation and Opportunity Act (WIOA) for eligible WIOA Title I-B Youth program participants, including In-School and Out-of-School Youth.

The WIOA Title I-B Youth program provides a comprehensive array of high-quality services, including career exploration and guidance, continued support of educational attainment, and training in in-demand industries and occupations.

The program's goal is for the youth to obtain employment along a career pathway, enrollment in post-secondary education or a registered apprenticeship prior to the end of participation.

The Youth program provides services to youth with barriers to employment, with a special focus on supporting the educational and career success of Out-of-School Youth.

II. REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) of 2013 (P.L. 113-128);
- WIOA Final Rules 20 CFR 678.430, 20 CFR 680;
- Training and Employment Guidance Letter (TEGL) 21-16: *Third Workforce Innovation and Opportunity Title I Youth Formula Program Guidance*; and
- https://des.az.gov/sites/default/files/media/youthpolicy.pdf.

III. GENERAL PROGRAM REQUIREMENTS

The ARIZONA@WORK Pima County One-Stop system must ensure that the Youth program prepares participants to meet education and career goals. The One-Stop or program provider must provide:

- Preparation for post-secondary education and training opportunities, including registered apprenticeship programs;

- Strong linkages between academic instruction and occupational education;

- Preparation for unsubsidized employment opportunities along career pathways; and

- Strong connections to employers, including small employers, in-demand industry sectors, and occupations of the local and regional labor markets.

IV. YOUTH WORK EXPERIENCES

Work Experience (WEX) is a planned, structured learning experience that occurs in a work place for a limited period of time and may either be paid or unpaid and may take place in the private for-profit sector, non-profit sector, or the public sector. Labor standards, as defined by the Fair Labor Standards Act or applicable State law, apply in any WEX when an employee/employer relationship exists.

WEX must have an academic **_and_** occupational component that encompasses contextual learning and is intended to help the participant learn information necessary to work in specific industries or occupations, as described in Training and Employment Guidance Letter (TEGL) 21-16: *Third Workforce Innovation and Opportunity Title I Youth Formula Program Guidance.*

The academic and occupational education component refers to contextual learning that accompanies a WEX. It includes the information necessary to understand and work in specific industries and/or occupations. For example, if a youth is in a WEX in a hospital, the occupational education could be learning about the duties of different types of hospital occupations such as a phlebotomist, radiology tech, or physical therapist. Whereas, the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament.

Local programs have the flexibility to determine the appropriate type of academic and occupational education necessary for a specific Work Experience. However, prior to initiating a WEX, the LWDA must include what the educational component is and how it will be provided in the WEX contract.

Contextual learning does not include attending high school classes or their equivalent that will lead to attainment of a high school diploma or equivalent.

V.   YOUTH WORK EXPERIENCE REQUIREMENTS

A. Work Experiences may:

1. Be paid or unpaid;
2. Provide youth with opportunities for career exploration and skill development;
3. Take place in the private or public sector;
4. Offer hours that vary based on the contractor. Hours are usually between 6 to 12 weeks in duration. This activity can be conducted in the private, nonprofit and public sector within Pima County and provides the youth with the opportunity to develop basic occupational related skills;
5. Not be designed to replace an employee;
6. Not need to result in permanent employment or an occupational credential;
7. Have all WEX activity documented in the Youth Individual Service Strategies (ISS);
8. Expose youth to the duties listed on the contract and/or prepare them for postsecondary education and/or entry into a demand occupation in Pima County, or target industry; and
9. Not be a credential activity. It is recommended to the employer that a certificate of completion be provided for the WEX/Internship to acknowledge the successful completion of the WEX/Internship.

B. Labor standards must apply in any WEX where an employee and employer relationship exists, as defined by the Fair Labor Standards Act and applicable state laws. This requirement is included in the WEX contract. The Monitoring Report ensures and documents that the WEX work site is also in compliance with safety labor standards.

C. WEX must have an academic and occupational component, and may include the following types of WEX:

1. Summer Employment opportunities and other employment opportunities available throughout the school year.

   a. Summer employment opportunities must provide:

      1) Direct linkages to academic and occupational learning, including leadership development opportunities, tutoring, occupational skills training, etc., and may provide other elements and strategies as appropriate to serve the needs and goals of the participants.

      2) The summer employment administrator does not have to select employers through a competitive process for summer employment opportunities.

2. Pre-apprenticeship programs.

   a. A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the National Apprenticeship Act and includes:

      1) Training and curriculum that aligns with the skill needs of employers in Arizona or region involved;

      2) Access to educational and career counseling and other supportive services, directly or indirectly;

      3) Hands-on meaningful learning activities that are connected to education and training activities such as exploring career options and understanding how skills acquired through the coursework can be applied toward a future career;

      4) Opportunities to attain at least one industry recognized credential; and

      5) A partnership with at least one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship in a registered apprenticeship.

   b. LWDA must verify and maintain information on the type of credential offered and the pre-apprenticeship program's documented partnerships with registered apprenticeships.

c. Internships and job shadowing; and

d. On-the-job training opportunities.

VI.   YOUTH WORK EXPERIENCE EXPENDITURE REQUIREMENTS

LWDA must spend at least 20 percent of all funds allocated to the In-School Youth and Out-of-School Youth program on paid and unpaid WEX.

A. LWDA must track the program funds spent on paid and unpaid WEX, including wages and staff costs for the development and management of work experiences, and report such expenditures as part of the local WIOA Youth financial report.

B. LWDA must track the percentage of funds spent on WEX by calculating the total local area youth funds expended on WEX rather than by calculating the funds expended separately for In-School Youth and Out-of-School Youth.

C. Local area administrative costs are not subject to the 20 percent minimum WEX requirement.

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