



WIB

Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

“Building Partnerships for Workforce Solutions”

Youth Work Experience Policy- Amended 1/1/2025

Background: The Workforce Innovation Opportunity Act (WIOA) of 2014 requires a wider array of services to be provided for eligible youth.

Purpose: To establish policy for the work experience component of WIOA law for youth enrolled in the Youth One Stop in Dutchess County New York. To recognize that youth often have broad interests and may need to try different things to lock down on a career choice and to understand that youth enrolled in the Youth One Stop often need additional support including wrap around supportive services to achieve their goals.

Policy:

As per WIOA §129(c)(4), at least 20% of all WIOA youth funds must be used for paid and unpaid work experience programming.

WIOA encourages youth service providers to enroll youth in paid work experience whenever possible. Youth participants in work experience must have an up-to-date Individual Service Strategy (ISS) reflecting the need for work experience.

Eligibility - Active youth enrolled in the Youth One Stop. Participation in a Work Experience opportunity is contingent on the continued availability of funding.

Required Paperwork for Work Experience - comments are to be entered into OSOS and copies maintained in paper file

- Career Zone needs to be completed and verified (staff must review CZ screens to determine that modules were completed before entering comment into OSOS);
- Individual Service Strategy with Action Steps that match the career area of the work experience;
- Knowledge, Skills and Abilities (KSA) assessment;
- Proof of customer choice;
- Signed agreement with youth stating the circumstances of the work experience and the potential earnings with clear steps to reach their goal and complete the work experience;
- Signed worksite Agreement;
- Job Description;
- Youth under 18 need to provide original working papers that are kept on site while the youth is working. In addition, weekly time sheets, monthly employer evaluations and sign in sheets for all training, workshops and activities that are part of the work experience must be maintained

Types of Work Experience - On-the-Job Training Opportunities, Summer Employment, Internships, Job Shadows as well as qualified pre-apprenticeship programs.



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Qualification for Work Experience - Work Experience must pair academic and occupational education.

Education Component

- Occurs concurrently or sequentially;
- Educator must be competent to train (if part of an ITA, educator must be on the ETPL list);
- May take place inside or outside the workplace

Occupation Component

- May be paid or unpaid;
- Must use labor market data when the youth is paid to determine the correct rate of pay;
- Occupation must be on the regional demand occupation list- to align with the skill needs of industries in the regional economy;
- Summer Youth Employment opportunities are encouraged

Length of Work Experience - The time frame of the work experience should be tailored to the youth's needs/goals as expressed in the Individual Service Strategy and should match the number of hours required within the field of the study if applicable and should make sense based on the work environment and type of work being performed. Similar work experiences may be approved by the Executive Director. Time Guidelines-

- On-the Job Training - should not exceed 220 hours or 12 weeks;
- Summer Youth Employment- should not exceed 200 hours or 8 weeks;
- Internships/Work Immersions - should not exceed 75 hours or 5 weeks;
- Job Shadowing - should not exceed 12 hours or 4 weeks

If a youth must exceed these hours prior written approval must be obtained from the Dutchess County Workforce Investment Board (WIB).

Rate of Pay - Youth must be paid the same wage as a current employee of the workplace within the same title/role/length of experience. Youth must (at least) be paid the NYS minimum wage. If a youth is to be paid more than the NYS minimum wage prior WIB written approval must be obtained. Salary, hours and work conditions must be in accordance with Federal and State Labor Laws.

Eligible Sites - Work Experience sites should be vetted by program staff and follow NYS Laws Governing the Employment of Minors. If a youth is already working at a job site the youth is not eligible to receive a WIOA funded work experience program unless it is for a new position that requires additional skills. A Work Experience opportunity cannot be used to replace an existing employee or position.

Allowable Work Experience Expenditures include the following:

- Wages/stipends paid 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;



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- 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 work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

Reference:

WIOA sec 129(c)(2)(C)

Federal Register Vol 81, No 161- 681.600, 681.590, 681.480, 681.590

TEN 17-15 Career Pathways

TEGL 8-15 Costs that Count Towards Work Experience

Plus additional guidance as it comes down from USDOL and/or NYSDOL