

# Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

## OPERATIONAL DIRECTIVE

FRWDB OD # 20-18, Revision C

Date Released: December 6, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: December 6, 2018

Subject: Youth Work Based Learning Process

Applicable Program: All WIOA Youth

Revision History: Initial Release- 6/19/18; Rev B – 11/7/18

This Revision C provides further direction for tracking employers on CalJOBS and adds the Employer Services Module User Assistance Guide.

This OD references OD 13-15, In-School Youth Flow, OD 11-17 Out of School Youth Flow, OD 05-17, Job Readiness Workshop.

The Workforce Innovation and Opportunity Act (WIOA), places a priority on providing youth with occupational learning opportunities as defined in Title 20 CFR, section 681.620.

### Mandated Expenditure Requirements

Pool funds will be allocated to each provider based on their total annual funding allocation. Each provider must ensure that they are completing the appropriate number of work experiences to ensure all pool funds are expended within the program year. These expenditures include:

- Staff time spent identifying potential work experience opportunities
- Staff time working with employers to develop the work experience
- Staff time spent working with employers to ensure a successful work experience
- Staff time spent evaluating the work experience
- Classroom training or the required academic education component directly related to the work experience
- Orientation sessions for participants and employers
- Employability skills/job readiness training to prepare youth for a work experience.

### Youth Work Based Learning Model

Work Based Learning is an educational strategy that provides students with real-life work experiences where they can apply academic and technical skills and develop their employability.

## **Work Experience Criteria**

All work experience must provide participants an invaluable opportunity to develop work place skills. Paid work experiences must include academic and occupational education (provided either concurrently or sequentially). The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries or occupations.

- Occupational education: learning about the duties of different types of occupations within the industry.
- Academic education: learning about a specific occupation that an individual working in that occupation needs to know.

## **Work Experience Lifetime Maximum:**

- Sector Based Model 150 hours.
- All other models – 120 hours

## **Work Experience Guidelines:**

- All youth must complete the two weeks Job Readiness Workshop prior to a Work Experience (WEX).
- All Work Base Learning work experiences must contain an academic and occupational component by using one of the following models below:
  - Sector Based Model
    - Allowable Sectors:
      - Manufacturing/Water Technology
      - Healthcare
      - Logistics/Distribution
      - Automotive
      - Government
      - Information Technology
    - Model Flow
      - Work Experience – 75 hours
      - Training
      - Work Experience – 75 hours
  - Industry Based Model
    - Model Flow
      - Occupational Education
        - FRWDB Sector Orientation
        - Careeronestop Industry Specific Videos –
          - <https://www.careeronestop.org/Videos/NewCareerVideos/new-career-videos.aspx>
      - Academic Education
        - Industry specific academic education – to be provided through the employer or on-line module or workshop
      - Work Experience can be provided concurrently with academic instruction in the specific industry area
  - Vocational Training Model
    - Model Flow
      - Vocational Training

- Work Experience provided during the last month of training or after training
    - Pre-Apprenticeship Model
      - Model Flow
        - Pre-Apprenticeship training (8 weeks)
        - Work Experience provided after Pre-Apprenticeship training
  - Employer and Worksite Documentation (see Employer Services Module User Assistance Guide)
    - Work Experience employers must be registered as a “Recruiting Services Employer” on CalJOBS.
    - The employer must also be created on the Employer Maintenance module in I-Train.
      - The CalJOBS user name for the employer must be input into the employer record in I-Train.
      - The employer service for work experience must be documented on I-Train.
    - As required on CalJOBS, the worksite information must be input in the activity.
    - The above data must be input retroactive for work experience activities that began July 1, 2018 or after.
      - This retroactive data must be input by January 31, 2019.
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- WEXs cannot be less than 20 hours.
  - The WEX must match the identified interest areas/career objectives of their career assessment and must be documented in their Plan.
  - Youth will be matched with an employer where they will receive daily exposure to the inner workings of their career field. Upon completion of the WEX they will have a clear understanding of the career path they have chosen and be able to make informed decisions about their future.
  - Providers must complete a Youth Work Experience Training Agreement for each youth, before their WEX can begin.
  - All worksite supervisors must be given an orientation prior to having youth begin on their worksite. This orientation must include going over the Youth Worksite Supervisor’s Manual (Form# WKX-007).
  - Provide the Worksite Supervisors with appropriate written materials which are necessary to the performance of his/her duties, including a copy of the WEX Agreement, WEX training plan, General Contract Provisions and the Supervisor Handbook.
  - All youth must have a Youth Work Experience Training Plan in the agreement. The training plan must be based on one of the careers identified in the assessment process as documented in the Plan and must be based on the job description of the occupation and career area to be learned.
  - All youth participating in the Industry Based Model must have an Occupation/Academic Education Plan (Form WKX-019) completed in the agreement.
  - An original copy of the agreement must be kept in the youth’s case file.
  - All youth on a WEX must have a Youth Worksite Performance Review Form (Form# WKX-xxx) completed by their supervisor at the mid-point and end of the work experience. Copies of the completed evaluations must be maintained in the youth’s case file.
  - Prior to enrolling any youth under the age of 18 years in a WEX activity, Providers of Services must have a full understanding of state and federal child labor laws. A valid permit to work and/or a valid permit to employ must have been issued prior to WEX enrollment, and must disclose all conditions and/or restrictions regarding authorized employment activities and authorized hours of employment or training. A copy of the permit must be maintained in the youth case file.

- A WIOA youth participating in an approved WEX assignment cannot result in the WIOA youth participating in more than an aggregate total of 60 calendar days within any one (1) calendar year.
- No overtime hours (in excess of eight (8) hours per day and/or more than 40 hours per week) will be allowed on a WEX.
- A WEX workplace may be in the private for-profit, non-profit, or public sector.
- No youth shall be placed on a WEX worksite directly under the management of a youth provider.
- No WIOA youth may operate a motor vehicle during a WEX assignment.

### **Employer of Record**

The Provider of Services shall be considered the employer of record for all youth assigned to Worksites that are participating in the Work Experience Program. As employer of record, the Provider shall:

- Provide payroll services,
- Provide Workers Compensation Insurance, and General Liability coverage (the Provider shall provide insurance certificates to the Worksite upon request upon execution of this Agreement.)
- Pay all applicable payroll taxes
  - FICA – all Providers of Services
  - Unemployment Insurance and State Disability – for profit Providers of Services
- Insure compliance with the California’s Healthy Workplaces, Healthy Families Act.

### **Provider of Services shall:**

- Provide an orientation and review of the Youth Survival Guide (WKX-010) to youth that explains the program purpose, policies, and procedures, opportunities available through the program, as well as workplace expectations.
- Ensure that the worksite supervisor completes the Verification of Safety Training attachment to the agreement, within the first week of training.
- Assume responsibility for timesheet collection, payment of wages, and paycheck distribution. The Provider will compensate the youth directly on the basis of actual on-site training hours; all participant wages will be paid by check, which shall be distributed on a weekly, biweekly or monthly basis.
- Provide work readiness training, intensive guidance and counseling regarding the youth’s conduct, attendance and job performance, constantly reinforcing acceptable workplace behaviors and attitudes, and supportive services to the youth, as deemed necessary by the Provider to enhance each youth’s experience in the program and to meet WIOA outcome measures. Regular check-ins with youth will be done during times that minimize any disruption on the worksite.
- Conduct at least one (1) worksite visit and review the items listed on the Monitoring Record (Form# WEX-012). The completed monitoring record is to be maintained in the youth’s case file.
- Work closely with the Worksite Supervisor to hold youth accountable for meeting workplace standards and immediately remove youth from a worksite for unacceptable workplace performance. Give the Worksite the authority to make the final decision about discharging or transferring youth.
- Adhere to all statutes and regulations for work experiences contained within the WIOA the applicable Code of Federal Regulations (CFR), and any other applicable federal, state, or local laws, regulations, ordinances, and codes.

## **Timesheets**

Work Experience Sample Timesheet (bi-weekly), Form # WKX-008 and Work Experience Sample Timesheet (bi-monthly), Form# WKX-009, are the recommend timesheets to be used. Providers are allowed to use their own timesheet if all the required information is on the timesheet.

If the provider chooses to use their own timesheet, it must be submitted to and approved by the FRWDB Program Manager prior to use.

## **CalJOBS Requirements**

- The signed training agreement and all related attachments must be uploaded as one .pdf file. The .pdf file is to be uploaded as a case note attachment to their work experience case note.
- The final signed copy of the CalJOBS Work Experience Voucher must be uploaded to the voucher record in CalJOBS.
- The timesheets must be uploaded to the associated payment record in the Payment.

## **Fiscal Process**

Once the WEX training voucher is signed by Authorized Provider staff, the voucher must be emailed to FRWDB Fiscal Department at [trng-docs@wfc.co](mailto:trng-docs@wfc.co) within three (3) working days of the start date.

Providers are required to invoice within five (5) working days after the end of the previous month.

Providers are required to invoice and submit Form # CAR-007, Work Experience Reimbursement Detail, signed CalJOBS Payment Request along with other supporting documents (i.e. break down of cost spreadsheet, timesheets, labor report) within five (5) working days of every month to FRWDB Fiscal Department using [trng-docs@wfc.co](mailto:trng-docs@wfc.co).

Please direct any questions to the FRWDB Program Manager.

## **Forms:**

WKX-007	Youth Worksite Supervisor's Manual
WKX-008	Work Experience Sample Timesheet (bi-weekly)
WKX-009	Work Experience Sample Timesheet (bi-monthly)
WKX-010	Youth Survival Guide
WKX-012	WEX Worksite Monitoring Record
WKX-018	Worksite Supervisor – Youth Performance Review
WKX-019	Work Experience Agreement
CAR-007	Work Experience Reimbursement Detail

## **Work Instructions:**

TRN-WEX-002	CalJOBS Reference Guide for Work Experience
TRN-BSC-001	Employer Services Module Users Assistance Guide