

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 20-18, Revision **E1**

Date Released: October 6, 2020

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: October 6, 2020

Subject: Young Adult Services Work-Based Learning Work Experience Process

Applicable Program: All WIOA Young Adult Services

Revision History: Initial Release - 6/19/18; Rev B – 11/7/18; Rev C - 12/6/18; Rev D1 – 11/6/19; Rev E - 12/12/19

This Revision E1 updates replaces Form# WKX-012 with Form# CAR-008 and updates terminology throughout OD.

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 young adults 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 young adults for a work experience.

Young Adult Services Work-Based Learning Work Experience Criteria

All Young Adult Work-Based Learning 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.

Young Adult Services Work-Based Learning Models

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. All Work-Based Learning work experiences must contain an academic and occupational component by using one of the following models below:

- Industry Based Model
 - Model Flow
 - Occupational Education
 - FRWDB Sector Orientation
 - Career one stop 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

Work Experience Lifetime Maximum:

- All models – 200 hours

Work Experience Guidelines:

- All young adults must complete the two weeks Job Readiness Workshop prior to a Work Experience (WEX).
- All worksites must be entered on CalJOBS. 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.
- 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 and case note.
- All In-School Young Adults, upon achievement of a 1 grade gain in reading or math, **MAY** participate in a Young Adult Services Work-Based Learning Work Experience. Prior to the enrollment into this work experience activity, the Young Adults must complete the Job Readiness Workshop and the O*NET career assessment.
- Young Adults 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 Young Adult Services Work Experience Training Agreement for each participant, before their WEX can begin.
- All worksite supervisors must be given an orientation prior to having the participant begin on their worksite. This orientation must include going over the Young Adult Services 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 Young Adults must have a Young Adult Services 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 Young Adults 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 Young Adult's case file.
- All Young Adults on a WEX must have a Worksite Supervisor – Participant Performance Review (Form# WKX-018) completed by their supervisor at the mid-point and end of the work experience. Copies of the completed evaluations must be maintained in the Young Adult's case file.
- Prior to enrolling any Young Adult 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 Young Adult's case file.
- A WIOA Young Adults participating in an approved WEX assignment cannot result in the WIOA Young Adult 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 Young Adult shall be placed on a WEX worksite directly under the management of a sub-contracted Young Adult Provider.
- No WIOA Young Adult 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 Young Adults 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:

- For each Young Adult, provide an orientation and review the Youth Survival Guide (WKX-010) 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 Young Adult's conduct, attendance and job performance, constantly reinforcing acceptable workplace behaviors and attitudes, and supportive services to the Young Adult, as deemed necessary by the Provider to enhance each Young Adult's experience in the program and to meet WIOA outcome measures. Regular check-ins with each Young Adult 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# **CAR-008**). The completed monitoring record is to be maintained in the Young Adult's case file.
- Work closely with the Worksite Supervisor to hold Young Adult 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.
- Providers may issue internal Contract #s for their own record keeping. The use of Contract #s are not required by the FRWDB.

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 **Youth Program Coordinator** 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.

See TRN-WEX-002 for detailed instructions.

Fiscal Process

Once the WEX training voucher is signed by service provider management, the voucher must be uploaded to the voucher record in CalJOBS within three (3) working days of the start date.

Providers are required to submit a CalJOBS payment request to wex-docs@wfc.co within five (5) working days after the end of the previous month with supporting documentation in the following sequence:

- Completed CAR-007 (as cover page),
- Labor report (aka payroll report, etc.)
- Signed, by program management, CalJOBS Payment Request

Please direct any questions to the FRWDB [Youth Program Coordinator](#).

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
CAR-008	Universal Worksite Monitoring Record_COVID
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