

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 20-18, Revision H

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To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

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Subject: Youth 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; Rev E1 - 10/6/20; Rev F – 07/14/2; Rev G - 10/19/21

This Revision H adds the upload of work permits to the WBL/WEX CaJOBSsm section. Change is highlighted.

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.

Work-Based Learning Work Experience Criteria

All Young Adult Work-Based Learning Work Experience (WBL-WEX) must provide participants an invaluable opportunity to develop work place skills. Paid WBL-WEX 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 what is needed to work on a specific occupation

Work-Based Learning Work Experience Models

WBL-WEX is an educational strategy that provides participants with real-life work experiences where they can apply academic and technical skills and develop their employability. All WBL-WEX 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 Based Learning Work Experience Guidelines:

- All participants must complete the two weeks Job Readiness Workshop and the O*NET career assessments prior to enrollment into a WBL-WEX.
- All models not to exceed 200 hours
- Cannot be less than 20 hours
- All worksites must be entered on CalJOBSsm. Employer and Worksite Documentation (see Employer Services Module User Assistance Guide).
 - Work Experience employers must be registered as a “Recruiting Services Employer” on CalJOBSsm.
 - The employer must also be created on the Employer Maintenance module in I-Train.
 - The CalJOBSsm 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 CalJOBSsm, the worksite information must be input in the activity.
- The WBL-WEX must match the identified interest areas/career objectives of their career assessment and must be documented in the participant’s Plan and the case notes.

- All In-School participants upon achievement of a 1 grade gain in reading or math, **MAY** participate in a WBL-WEX.
- Participants will be matched with an employer where they will receive daily exposure to the inner workings of their career field. Upon completion of the WBL-WEX they will have a clear understanding of the career path they have chosen and be able to make informed decisions about their future.
- Each employer hosting a WBL-WEX must sign at least one WEX Agreement per Worksite. Providers must complete a Work Experience Training Agreement for each participant, before the WBL-WEX can begin. 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.
 - The signed agreement and training plan must be uploaded to the participant's case file.
- Provider staff must ensure the Verification of Safety Training is completed, signed, and uploaded to CalJOBS within the first week of the WEX.
- All worksite supervisors must be given an orientation prior to having the participant begin on their worksite.
 - This Orientation must include going over the Youth Worksite Supervisor's Manual (Form# WKX-007) and all documents necessary to the performance of the participant's duties at the worksite.
 - Provider staff must provide the Worksite Supervisors with a participant's folder including a copy of the WEX Agreement, the Training Plan, Verification of Safety Training, timesheets, work permit if applicable, mid-point and final performance evaluation forms, and the Supervisor's Manual.
- All participants on WBL-WEX must have a Worksite Supervisor – Participant Performance Review (Form# WKX-018) completed by their supervisor at the mid-point and at the end of the WBL-WEX.
 - Completed performance evaluations must be uploaded to the participant's case file.
- Prior to enrolling any participant under the age of 18 years of age in a WBL-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 WBL- WEX enrollment, and must disclose all conditions and/or restrictions regarding authorized employment activities and authorized hours of employment or training. The work permit must be uploaded to the case file.
- A WIOA Young Adult participating in an approved WEX assignment cannot result in the participation of 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 participant shall be placed on a WEX worksite directly under the management of a sub-contracted Young Adult Provider of Services.

Employer of Record

The Provider of Services shall be considered the employer of record for all Young Adults participating in the WBL-WEX. 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 and execution of the WEX Agreement.)
- Pay all applicable payroll taxes

- FICA – all Providers of Services
- Unemployment Insurance and State Disability – (for-profit Providers of Services Only)
- Ensure compliance with the California’s Healthy Workplaces, Healthy Families Act.

Provider of Services shall:

- For each participant, 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.
- Assume responsibility for timesheet collection, payment of wages, and paycheck distribution. The Provider will compensate the participant 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 participant’s conduct, attendance and job performance, constantly reinforcing acceptable workplace behaviors and attitudes, and provide supportive services, as deemed necessary by the Provider, to enhance each participant’s experience in the program and to meet WIOA outcome measures. Regular check-ins with each participant 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 must be uploaded to the case file.
- Work closely with the Worksite Supervisor to hold participants accountable for meeting workplace standards and immediately remove participants from a worksite for unacceptable workplace performance. Give the Worksite the authority to make the final decision about discharging or transferring the-participant.
- Adhere to all statutes and regulations for work experiences contained within the WIOA the applicable Code of Federal Regulations (Title 20 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

Bi-weekly Form# WEX-001e is 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 Voucher Requirements:

- Provider staff must open Work Experience Activity Code 425 and create the voucher allocating the WEX funds within three (3) working days of the start of the WEX.
- As required on CalJOBSsm, the worksite information must be input in the activity.
- Provider management staff must approve and case note the voucher approval
- The final signed copy of the CalJOBSsm Voucher Payment must be, printed, signed by provider of service authorized fiscal staff or management and uploaded to the voucher payment record in CalJOBS along with the supporting documentation in the following sequence:
 - Completed CAR-007 WEX Reimbursement Request (as cover page),

- o Labor report (aka payroll report, etc.),
- o CalJOBS Voucher Payment signed, by provider of service authorized fiscal staff or management.
 - “Comments” field must be completed indicating what you are requesting reimbursement for.

See TRN-WEX-002 CalJOBS Reference for detailed instructions.

Fiscal Process

Providers are required to submit a CalJOBSsm payment request to wex-docs@wfc.com within seven (7) working days after the end of the previous month with supporting documentation in the following sequence:

- Completed CAR-007, WEX Reimbursement Request (as cover page),
- Labor report (aka payroll report, etc.)
- CalJOBSsm Voucher Payment signed, by provider of service authorized fiscal staff or management.

Digital Case File Naming Convention/Upload Process

All documents/forms must be uploaded to CalJOBSsm in the Document (staff) section and labeled accordingly under the “Document Tags” field (Keywords that will be indexed with the attachment) in CalJOBSsm.

The digital case file standard as described below includes the naming convention of all documents uploaded to CalJOBSsm. Provider staff must use the digital case file naming convention for all documents as follows:

- Utilizing the CalJOBSsm Case Management System in the Document (staff) section
- Upload/Scan a document
- Input Document Tag name below that is in **bolded underline text:**

WBL-WEX (WEX) / (Insert Document Tag Name Below):

- Participant Performance Review (insert below):
 - o Final
 - o Mid-point
- Timesheet (Insert pay period end date)
- Worksite Monitoring Record
- Verification of Safety Training
- Agreement Packet (Scan packet order must be sequence from top to bottom):
 - o WBL/WEX-Worksite Agreement
 - o Completed W-4
 - o Completed I-9 Form
 - o **Participant Work Permit (if applicable)**
- Waiver

Please direct any questions to the FRWDB Youth Program Coordinator.

Forms:

WEX-001E WX-TJ Timesheet, Bi-weekly
 CAR-008 Universal Worksite Monitoring Record
 WKX-018E Worksite Performance Review
 WKX-019E Work Experience Agreement
 CAR-007 Work Experience Reimbursement Detail
 WKX-007 Worksite Supervisor’s Manual
 WKX-010 Youth Survival Guide

Work Instructions:

TRN-WEX-002 CalJOBSsm Reference Guide for Work Experience
TRN-ADW-001 Employer Services Module Users Assistance Guide