

WIOA YOUTH POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jeff Davis & Vernon Parishes		Workforce Innovation & Opportunity Act WORK BASED TRAINING POLICY	
YP 10	Youth Policies	Approved by WDB 5/16/19	
Rescissions:		Expiration Date: Continuous, until further notice	
WDB Chairperson's Signature: Sarita Scheufens		WDB Director's Signature: Stephanie Seemion	

Purpose: To provide guidance and detail on the youth Elements for Work Based Training

(YOUTH ELEMENT #3) Paid & Unpaid Work Experiences:

There will be funds exchanged for this element. However, The WIOA requires that the participant be paid at least the minimum wage (\$7.25 per hour) OR the entry level wage rate for the position the youth is being trained in (which varies greatly). Summer work opportunities may be provided for \$7.25 per hour plus the employer's share of social security. On-the-Job Training (OJT) will provide a reimbursement of 50% to the employer for the entry level wages paid to the participant for the allowable duration of the OJT. A Worksite Agreement will be in place for the work experiences and an OJT Contract will be maintained for all youth placed on these worksites by the employer. Because the WDB desires that as many employers as possible to provide this service, there will be no competitive negotiation for this element. WIOA Staff will develop the worksites in house. Based on need and availability of funds work attire may be provided through the Supportive Services Policy.

Work Experiences are defined as follows:

(Ref. Regs. 20 CFR §681.600)

- (a) Work experiences are planned, structured learning experience that takes place in a workplace for a **limited period of time** (based upon the needs of the applicant or the employer). Work experiences may be paid or unpaid as appropriate. A work experience may take place in a private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Funds provided for work experiences may not be used to aid in the filling of a job opening directly or indirectly that is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. Work experiences provide the youth participant with opportunities for career exploration and skills development.

(Ref. Regs 20 CFR §680.840)

The time for the Work Experience training will be determined by the amount of time on the job as well as the amount of time spent on the academic portion of training when the two occur concurrently.

- (b) Work experience must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the worksite. The academic portion of the work experience may be provided by the employer or another agency or entity.

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(c) The types of work experiences include the following categories:

- (1) Summer employment opportunities and other employment opportunities available throughout the school year;
- (2) Pre-apprenticeship programs;
- (3) Internships and job shadowing; and
- (4) On-the-job training (OJT) opportunities as defined in WIOA sec. 3 (44) and in §680.700 of this chapter.

PAID AND UNPAID WORK EXPERIENCES, THAT HAVE AS A COMPONENT ACADEMIC AND OCCUPATIONAL EDUCATION, WHICH MAY INCLUDE:

- (i) Summer employment opportunities and other employment opportunities available throughout the school year
- (ii) Pre-apprenticeship programs;
- (iii) Internships and job shadowing; and
- (iv) On-the-job training;

Each are described below.

ELIBIGILITY FOR WORK EXPERIENCE:

EXPERIENCE: Participant must have minimal job experience in the occupation in which WEX will be provided. Minimal is defined as "not more than three (3) months aggregate in the interested career pathway. Participant must not have more than 18 months of total work history.

AGE: A participant must be between the ages of 17-24 to be considered for Work Experience Youth between the ages of 14-24 are eligible for Summer Employment.

The age requirement for pre-apprenticeship programs is 18-24.

The age requirement for OJT is 18-24.

The following information is to be provided for each individual who is eligible for any of the 4 forms of work experience as described for Youth Element # 3 and Youth Element #5.

a. **Determination of Need:**

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- (1) Youth Staff will utilize approaches (Such as testing, interviewing, proof of grade report, an outright request from the youth or by observation of a parent, teacher, or significant other. etc.) to determine the need for each element
- (2) HOW the element will be provided may include such concepts as (methodology-such as one-on-one, computer aided, teacher instructed, may include adult mentoring or counseling etc.)
- (3) WHEN AND WHERE the element is provided will specify the location of the provision of the element, time of day, dates, days of the week and hours during the day is the element provided.(dates, days of the week and hours during the day as well as the physical location of the activity)
- (4) The Element will be provided by staff of the Grant Recipient, the Calcasieu Parish Police Jury and the staff at the American Job Center, Schools where the WDB has a current Training Agreement connecting the Training available through the HiRE website, Employers who have a Worksite Agreement with the American Job Center for Work Based Training, Partners listed in the Memorandum of Understanding or they will be procured through the Procurement Process of the Calcasieu Parish Police Jury
- (5) What do you want youth to know or be able to do at the end of the provision of this element?

c. **Manner of Provision:**

The elements may be provided directly by the Grant Recipient staff, by Training Agreement to attend a school listed in HiRE on the Eligible Training Provider List, by a Worksite Agreement or, OJT Contract for any of the Work Based Programs.

through local employers or apprenticeship programs, or by one of the American Job Center partners listed in the memorandum of Understanding. Elements not provided through one of these means will be procured through the Calcasieu Parish Police Jury Procurement Process.

- e. **Satisfactory Progress** toward successful completion of the element will be measured through testing, grades, Progress Reports, or direct observation etc.

Case Notes are required to be submitted in HiRE at least every 90 days. The Case Notes should focus on the Satisfactory Progress of the Participant in addition to other pertinent information

- f. **Successful Completion:**

Requirements to Pass: may include:

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(1) Must achieve a level of "satisfactory" on a rating scale where poor is the lowest and excellent is the highest and satisfactory is in the middle, or a score of 3 on a rating scale where 1 is the poorest and 5 is the highest.

(2) Must achieve a Grade Point Average (GPA) of at least a 2.0 on a grade scale where 0 is fail and 4.0 is perfect.

(3) Must Achieve a score of at least 70% on a comprehensive final test where the lowest grade for passing is 60% and the highest score is 100% using a 10-point grading scale.

A participant will be determined to successfully complete the program when the Requirement(s) to pass have been reached: score has been achieved, the participant has mastered the skill(s), the noted amount of time has elapsed etc. All participants receive a Certificate of Completion from AJC. Depending upon the element, the participant may achieve a diploma, degree, certification, license, etc.

WORK EXPERIENCE PRIORITY AS FOLLOWS:

(Ref. 20 CFR §681.590)

- (a) Local Youth programs plans to expend **not less than 20 percent** of the funds allocated to them to provide in-school youth and out-of-school youth with paid and unpaid work experiences that fall under categories listed on page 1 of this Policy.

(Ref. WIOA Sec 129(c)(4) & 20 CFR §681.460(a)(3) & 20 CFR §681.600)

- (b) Local WIOA keep track program funds spent on paid and unpaid work Experiences, 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 reporting. The percentage of funds spent on work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for ISY and OSY. Local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement.

i. Summer Employment Opportunities in the local youth program

(Ref. Regs 20 CFR §681.610)

WIOA does not require Local WDBs to offer summer youth employment opportunities as summer employment is no longer its own program element under WIOA. However, WIOA does require Local WDBS to offer work experience opportunities using at least 20 percent of their funding, which may include summer employment.

Administration of Summer Employment Opportunities

(Ref. 20 CFR §681.620)

Summer employment opportunities are a component of the work-based program element. If youth

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service providers administer the work-based program element, they must be selected by the local WDB according to the requirements based on criteria contained in the State Plan. However, the local WIOA staff does not need to select the employers who are providing the employment opportunities through a competitive process.

(Ref. WIOA sec 123 and 20 CFR §681.400)

(ii) Pre-Apprenticeship Program

(Ref. Regs 20 CFR §681.480)

A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the Act of August 16, 1937 (commonly known as the "National Apprenticeship Act"; 50 Stat. 664, chapter 663; 29 U.S.C. 50 *et. seq.*) (referred to in this part as a "registered apprenticeship" or "registered apprenticeship program") and includes the following elements:

- (a) Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
- (b) Access to educational and career counseling and other supportive services, directly or indirectly;
- (c) Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
- (d) Opportunities to attain at least one industry-recognized credential; and
- (e) A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

Pre-Apprenticeship programs may be provided through Labor Unions, other State or Federal Registered Apprenticeship programs or the Calcasieu Parish School Board's College Street Vocational Center.

(iii) Internship & Job Shadowing

Job shadowing is a work experience option where youth learn about a job by walking through the workday as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Youth witness firsthand the work environment, employability and occupational skills in practice, the value of

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professional training, and potential career options. A job-shadowing experience can be anywhere from a few hours to a day, to a week or more.

Job shadowing is designed to increase career awareness, help model youth behavior through examples, and reinforce in the youth and young adult the link between academic classroom learning and occupational work requirements. It provides an opportunity for youth to conduct short interviews with people in their prospective professions to learn more about those fields. Job shadowing can be thought of as an expanded informational interview. By experiencing a workplace first-hand, youth can learn a great deal more about a career than through research in print publications and on the Internet.

(Ref TEGL 21-16)

- (iv) **ON-THE-JOB TRAINING**, which means training by an employer that is provided to a paid participant while engaged in productive work in a job that: (Ref. WIOA Sec 3, (44))
- (a) provides knowledge or skills essential to the full and adequate performance of the job;
 - (b) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, unless the Governor or the Board approves a higher rate as noted below in the section below on Reimbursement for OJT from WIOA section 134 (c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
 - (c) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. (Ref. WIOA Definitions Sec 3 (44))

On-the-Job Training Requirements:

(Ref. Regs 20 CFR §680.700)

The requirements for On-the-job training are as follows:

OJT is provided under a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector.

Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement, typically up to 50 per cent of the wage rate of the participant, for the extraordinary costs of providing the training and supervision related to the training. In limited circumstances, the reimbursement may be up to 75% of the wage rate of the participant.

(Ref. WIOA Sec 134 (c)(3)(H) and Regs @20 CFR §680.730)

REIMBURSEMENT FOR ON-THE-JOB TRAINING:

(Ref. WIOA Sec 134 (c)(3)(H) & 20 CFR §680.730)

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- (I) Reimbursement level – For purposes of the provision of on-the-job training under this paragraph, the Governor or local board involved may increase the amount of the reimbursement described in section 3(44) to an amount of up to 75% of the wage rate of a participant for a program carried out under chapter 2 of this chapter, if respectively
 - (i) the Governor approves the increase with respect to a program carried out with funds reserved by the State under that chapter, taking into account the factors described in clause (ii); or
 - (ii) the local board approves the increase with respect to a program carried out with funds allocated to a local area under such chapter, taking into account factors consisting of –
- (II) Factors
 - (i) The characteristics of the participants;
 - (ii) the size of the employer;
 - (iii) the quality of employer-provided training and advancement opportunities; and such other factors as the Governor or local board, respectively, may determine to be appropriated, which may include the number of employees participating in the training, wage, and benefit levels of those employees (at present and anticipated upon completion of the training), and relation of the training to the competitiveness of a participant.
- (a) On-the-job training contracts under WIOA title I, must not be entered into with an employer who has received payments under previous contracts under WIOA or WIA if the employer has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits (including health benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work. (Ref. WIOA sec. 194(4))
- (b) An OJT contract will be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant’s individual employment plan (IEP). (Ref. WIOA sec 3(44)(c).

The length of the OJT will be based on the training time stipulated on the ONET website which provides information on the skill requirements. The ONET website provides a Summary Report for occupations based on numerous categories. The categories for “Bright Outlook” include

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information on the Tasks, Technology Skills, Knowledge, Skills, Abilities, Work Activities, Detailed Work Activities, Work Context, Job Zone, Education, Credentials, Interests, Work Styles, Work Values, Related Occupations, Wages and Employment Trends, Job Openings on the Web, Sources of Additional Information. The website is <https://onetonline.org>.

In addition the academic and occupational skills of the individual, the prior work experience and the participants IEP are considered when determining the appropriate period of time for the OJT.

DURATION OF WORK EXPERIENCES:

Ordinary Year-Round Work Experiences may last for a period not to exceed six (6) Months. Based upon the needs of the participant or the employer, Year-Round Work Experiences are limited to 1 year.

Summer Work Opportunities may last from June through August. Summer Work Opportunities are a primary recruitment program for Youth in WIOA. Pre-Apprenticeship may last for a period of 12 months.

On-the-Job Training may last for up to 6 calendar months.

All work experience time is contingent upon the learning ability of the participant. Individuals with learning issues, ESL issues, etc. may request a waiver on the time frame for the work experiences.

INCENTIVES FOR COMPLETION OF A WORK EXPERIENCE:

§681.640 allows a youth to receive an incentive if it meets all of the following criteria:

- (a) Tied to the goals of the specific program;
- (b) Outlined in writing before the commencement of the program that may provide incentive payments;
- (c) Align with the local program's organizational policies; and
- (d) Accord with the requirements contained in [2 CFR part 200](#), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Youth on Work Experience will be evaluated based on performance, every 60 days until completion of their contract. If a youth meets an overall total of Exceeds Expectations (EE) or Far Exceed Expectations (FE) on their performance, they will be awarded a \$100.00 incentive.

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This incentive is allowable for individuals who are enrolled in a summer employment, year-round employment opportunity and/or internship. It is not allowable for individuals in on-the-job training, pre-apprenticeships, and job shadowing.

YOUTH ELEMENT #4: Occupational Skills Training

Occupational skill training, which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, if the local Board determines that the programs meet the quality criteria described in WIOA sec 123 (see below) ;

DEFINITION OF OCCUPATIONAL SKILLS TRAINING: (Ref. Regs. 20 CFR §681.540)

- (a) The Department defines occupational skills training as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:
 - (1) Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
 - (2) Be of sufficient duration to impart the skills needed to meet the occupational goal; and
 - (3) Lead to the attainment of a recognized post-secondary credential
- (b) The chosen occupational skills training must meet the quality standards in WIOA (Ref. sec, 123) "Eligible Providers of Youth Workforce Investment Activities" which states as follows:
 - (a) In General – from the funds allocated under section 128(b) to a local area, the local board for such area shall award grants or contracts on a competitive basis to providers of youth workforce investment activities identified based on the criteria in the State plan (including such quality criteria as the Governor shall establish for a training program that leads to a recognized postsecondary credential), and taking into consideration the ability of the providers to meet performance accountability measures based on primary indicators of performance for the youth program as described in section 116(b)(2)(A)(ii), as described in section 102(b)(2)(D)(i)(V), and shall conduct oversight with respect to such providers. (WIOA Sec 123 (a) & (b))

The performance accountability of the providers of Occupational Skills has been defined by the Governor (Workforce Investment Council). Current Measures for each curriculum at an Eligible

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Training Provider School is as follows: Completion Rate of 30% for all students enrolled; a Placement Rate of 50% and an Average Wage of at least \$8.00 per hour.

(b) Exceptions—A local board may award grants or contracts on a sole-source basis if such board determines there is an insufficient number of eligible providers of youth workforce investment activities in the local area involved (such as a rural area) for grants and contracts to be awarded on a competitive basis under sub section (a.)

YOUTH ELEMENT #5: Education offered concurrently with and in the same context as workforce preparation activities & training for a Specific Occupation or Occupational Cluster.

This program element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training. This program element describes how workforce preparations activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

(Ref. WIOA Sec 129 (c)(2)(E)) and 20 CFR §681.640).

Costs associated with the program element may include the cost of tuition for occupational skills training at one of the Schools on the LWC Eligible Training Provider List, Associated Supportive Services, and Reimbursement to employers who provide training through On-the-Job Training (OJT) Contracts, Work Experience Wages, etc.

YOUTH ELEMENT #9 Follow Up:

(Ref. 20 CFR §681.58)

(ALL youth unless the Youth stipulates, they do NOT want to receive follow-up services, or the youth cannot be located):

Follow-up services for youth also may include the following program elements:

- (1) Supportive services;
- (2) Adult mentoring;
- (3) Financial literacy education;
- (4) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- (5) Activities that help youth prepare for and transition to postsecondary education and training.

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The arrangements for the provision of each element must be documented by a Letter, Email, Cooperative Agreement, Memorandum of Understanding (MOU), Training Agreement, Worksite Agreement, OJT Contract, or Competitive Negotiation resulting in a Contract between the WDB Director and the Agency entering into the agreement for the provision of the specific element(s).

Whenever there are charges for the specific service, the Youth Program will follow the Calcasieu Parish Police Jury Procurement Policy.

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