

Cape Fear Local Policy No. P-WDB-004-2018

Subject: **CFWDB Policy Subsidized Internship/Work Experience for WIOA Title 1 Participants**

Purpose: To transmit policy on the use, documentation, and tracking of Workforce Innovation and Opportunity Act (WIOA) Title 1 funds in the provision of Work Experience (WEX) opportunities for Adult, Dislocated Worker, and Youth Participants.

Policy: According to Federal Register 20 CFR Parts 603, 651, 652, et al. Workforce Innovation and Opportunity Act; Final, Part 680, Subpart A – 680.180 for the purposes of WIOA sec. 134(c)(2)(A)(xii)(VII) and Part 681, Subpart C – 681.600 for the purposes of WIOA sec. 129(c)(2)(C), an internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and work experience may be paid or unpaid, as appropriate. A work experience or internship may take place in the 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.

All WIOA Title I eligible participants, based on needs identified by an objective and comprehensive assessment, including, but not limited to, assessments of basic skills, prior work experience, employability, occupational skills, supportive service needs, interest and aptitudes, may participate in a subsidized internship/work experience, if it determined that a participant would benefit from this service. Individuals that may be determined to have a need may include, but are not limited to, those with little to no work experience, individuals with occupational skills training but no work experience in a specific occupation/career, and individuals that need career exploration. All information, including assessment information and goals, must be included in the Individual Employment Plan/Individual Services Strategy (IEP/ISS).

Action: All WIOA Title I Service Providers are to comply with the attached WIOA subsidized internship/work experience procedures (Attachment A) for all WIOA Title I participants. A copy of the job description must be submitted for review to the Local Area prior to the participant beginning work. All worksites forms (worksites agreement, job description, supervisor orientation, worksite checklist, youth progress evaluation, timesheets and modification form) must be uploaded into NCWorks Online.

Effective Date: June 13, 2018
Expiration Date: Indefinite
Contact: Cape Fear Workforce Development Director
Distribution: CFWDB WIOA Providers
CFWDB Staff
NC Division of Workforce Solutions

Attachments: **Attachment A:** PR-WDB-008-2018 Subsidized internship/Work Experience Procedures
Attachment B: F-WDB-009-2018 Worksite Agreement
Attachment C: F-WDB-013-2018 Job Description/Training Outline
Attachment D: F-WDB-014-2018 Worksite Supervisor Orientation
Attachment E: F-WDB-015-2018 Participant Evaluation
Attachment F: F-WDB-016-2018 Participant Timesheet
Attachment G: F-WDB-017-2018 WEX Agreement Modification
Attachment H: F-WDB-018-2018 Staff Tracking Sheet