

Phoenix Workforce Connection Youth Program

Section: III-B	Work Experience (WEX)	Page 1 of 6
Federal Register/Vol. 65, No. 156 — §664.460, §664.470 Public Law WIA Section 129(c)(2)(D)		

BACKGROUND

Work Experience (WEX) is a paid/non-paid Workforce Investment Act (WIA) activity designed to enable participants to gain work maturity, occupational skills, and exposure to the working world. The WEX should help participants acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The work experience provides participants with the opportunities for career exploration and skill development. Work experience should focus around high demand occupations as well as the Phoenix Workforce Connection industry clusters.

POLICY

The WIA participant may enter into more than one **paid** WEX activity prior to exit from the PWC Youth Program, but the maximum number of hours per participant for all work experience activities is 200 hours per program year. **For those youth participating in the YouthBuild Program, work experience will not be hourly based but considered a weekly stipend of no more than \$150.** All WEX agreements must be approved by the Phoenix Workforce Connection (PWC) Youth Program Coordinator and/or designee. The approval process for a WEX Agreements takes 5 working days and may take longer if corrections are needed. Participants can not take part in a work experience activity until the “Work Experience Agreement” has been approved by the PWC Youth Program Coordinator and/or designee.

Youth program service provider and participant mutually review and determine the feasibility of utilizing a work experience activity. The activity must focus on the development of appropriate work habits and work ethics to include an understanding of employer/employee relationships. Work experience should be targeted to high-demand occupations and/or Phoenix Workforce Connections industry clusters. The youth provider may utilize other industries with the approval of the Youth Program Coordinator. The work experience must focus on career exploration, skill development, and/or training.

The youth provider must also assess the suitability and feasibility of offering the participant a work experience at this time. The assessment should answer the following questions:

- Does the participant's background, needs, interests, and abilities support the WEX activity?
- Are barriers to the WEX activities identified, resolved and/or determined not to have an impact on participation in the planned WEX activity?
- Has it been mutually determined by the youth program service provider and participant that the participant would benefit from the WEX activity?

Phoenix Workforce Connection Youth Program

Section: III-B	Work Experience (WEX)	Page 2 of 6
Federal Register/Vol. 65, No. 156 — §664.460, §664.470 Public Law WIA Section 129(c)(2)(D)		

The Community and Economic Development Department and Phoenix Workforce Connection have identified six targeted industry clusters for use of WIA work experience and skills training funds, which includes:

1. Healthcare
2. Biosciences
3. Advanced business services
4. Aerospace/defense
5. High-tech/advanced manufacturing
6. Information Technology/software

Contractors will ensure that at least 70% of all youth who participate in work experience opportunities will be exposed to the six industry clusters identified as high growth, high wage, and high demand industries. No more than 30% can be spent on other industry clusters in demand occupations.

The selection of a worksite for paid and/or unpaid WEX(s) is determined by the needs of the participant/employer and the high-demand/industry cluster occupations. The employer agrees to provide work-related activities for the participant(s) to develop basic work habits, learn occupational skills, and gain usable "Work Experience" to promote future employment at the worksite. "Work Experience" activities will not reduce current employee's work hours, displace current employees or create a lay-off of current employees, impair existing contract or collective bargaining agreements, and/or infringe upon the promotional opportunities of current employees.

The employer and youth contractor must maintain records and prepare reports on the participant as prescribed by the youth program service provider. The employer and youth contractor must observe and comply with applicable safety and health standards; observe Workers Compensation and the Youth Labor Laws of Arizona and the Federal Government; maintain sufficient general liability insurance for tort claims protection; and allow the youth program service provider and/or duly authorized representatives to visit the premises to observe work place conditions, observe work place activities, and follow up with the participant.

Safety is also a crucial part of all work experience activities for all PWC Youth Programs. Health and safety standards applicable to all Youth Programs include using OSHA 300,300A, and 301 forms, or equivalent forms, for recording injuries and illnesses to the city of Phoenix and when applicable, to the Department of Labor (DOL). The OSHA 300 form is called the Log of Work Related Injuries and Illnesses, the 300A is the Summary of Work Related Injuries and Illnesses, and the OSHA 301 form is called the Injury and Illness Incident Report. Copies of the forms are available on line at:

Phoenix Workforce Connection Youth Program

Section: III-B	Work Experience (WEX)	Page 3 of 6
Federal Register/Vol. 65, No. 156 — §664.460, §664.470 Public Law WIA Section 129(c)(2)(D)		

<http://www.osha.gov/recordkeeping/newosha300form1104.pdf>. All forms are due to the Youth Coordinator within 48 hours of a reportable incident.

For the YouthBuild Program, the city is requiring that all contractors:

- Provide comprehensive safety training for youth working on YouthBuild construction projects;
- Have written, jobsite specific safety plans overseen by an onsite supervisor with authority to enforce safety procedures;
- Provide necessary personal protective equipment to youth working on YouthBuild projects; and
- Submit to the city the OSHA 301 Injury and Illness Incident Report within seven days of any reportable injury suffered by a YouthBuild participant. Reportable injuries include those that result in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness.

WEX Process. When a youth program service provider identifies a potential worksite match between a participant and employer, the youth program service provider staff will review the WEX opportunity with the participant and evaluate the participant's interest. The youth provider program manager authorizes all "Non-Paid Work Experience." The PWC Youth Program Coordinator or designee authorizes all "Paid Work Experience."

For the subsidized WEX, the youth provider will:

- Arrange worksite interview(s) with the employer
- Complete a WEX Agreement
- Complete the Addendum to identify work schedule
- Submit the ISS
- Ensure justification for WEX is in file and case notes
 - Does the WEX match the participant's interest?
 - Has the participant accomplished Work Readiness 1-6?
 - Is the participant successfully accomplishing goals, meeting appointments, raising basic skill deficiencies, etc.?
 - Did the youth provider and participants explore high-demand occupations and/or industry clusters?
 - Why was the worksite chosen?
 - How does the WEX relate to the youth's overall goals, occupational training, etc?
- Submit skill attainment records
- Submit labor market information

Phoenix Workforce Connection Youth Program

Section: III-B	Work Experience (WEX)	Page 4 of 6
Federal Register/Vol. 65, No. 156 — §664.460, §664.470 Public Law WIA Section 129(c)(2)(D)		

The youth provider must submit the WEX paperwork to the PWC Youth Program Coordinator or designee one week prior to participant's proposed WEX activity "Start Date." The paper work will be reviewed to ensure completion of all information is accurate.

For the YouthBuild Program, WEX paperwork will not be approved unless all necessary Work Site Description (WSD) and Individual Housing Project Site Estimate (IHPSE) forms have been processed and approved. YouthBuild contractors must submit all forms for all residential and public facilities to be used for on-site construction training for participants prior to the approval of the WEX agreement. These forms can be found at www.doleta.gov/youth_services/General_YouthBuild_Information.cfm. The forms identify the location of the on-site construction, type of housing, type of resident to benefit from the construction, site estimate, number of units, owner and evidence of site access. Please note that no more than 10 percent of grant funds may be used in the rehabilitation or construction of community and other public facilities. Public facilities include but not limited to health care clinics, schools, and community centers. The remaining 90 percent of funds must be used to train participants in the rehabilitation or construction of low-income housing.

The youth provider must ensure the ISS correlates with the WEX service mix. The youth provider must also verify TABE scores are at or above those required for the activity. If the WEX is being used as demonstration of Work Readiness Skills for Younger Youth, review Individual Service Strategy (ISS) for established need and ensure that the first six classroom training skills have been completed or are in the process of completion.

Approval/Denial Process. PWC staff require, at a minimum, five (5) working days for the approval process. The process may take longer if corrections are needed. Upon approval by the PWC Youth Program Coordinator, the PWC Staff will notify the youth program service provider by e-mail and phone that the WEX has been approved and ;

- The PWC Youth Program Coordinator or designee will submit a copy of the approved/authorized WEX Agreement (Pages 1, 2 & 3) to the Community and Economic Development Department (CEDD) Fiscal Section.
- The PWC Staff will forward the original approved WEX Agreement plus attachments back to the appropriate Youth Program Service Provider within 48 hours and;
- CEDD Fiscal Staff will return a copy of the approved WEX Agreement back to PWC Staff (W/Fiscal date stamp or approval) to be filed by the PWC Staff according to internal filing practices.

Phoenix Workforce Connection Youth Program

Section: III-B	Work Experience (WEX)	Page 5 of 6
Federal Register/Vol. 65, No. 156 — §664.460, §664.470 Public Law WIA Section 129(c)(2)(D)		

If after review, the recommendation is not favorable or additional information is needed to approve the work experience, the PWC Youth Program Service Coordinator or designee will notify the youth program service provider designee immediately by e-mail or phone.

Fiscal Process. Upon participant's completion of WEX activities, the youth provider program manager will review, sign, and submit the following documentation to CEDD's Fiscal Section for review and reimbursement:

- Completed "Training Invoice" and supporting documentation for reimbursement. (Invoiced amount must match the approved WEX amount.)
- All paid work hours are recorded on the participant's "Paid Work Experience Time Sheet" and copies of the participant's paychecks that support the amount paid to the participant must be attached to the invoice when submitted for reimbursement.
- For WEX reimbursements, the employer's portion of the participant's fringe benefits will be reimbursed at approximately twelve percent (12%) of the participant's gross wage amount without submitting supporting documentation.
- Requests for fringe benefit reimbursement in excess of twelve percent (12%) of the participant's gross wage amount will require supporting documentation (i.e., payroll report that shows FICA-employers portion, state unemployment insurance and/or any other reimbursable fringe benefits). This paperwork must be included with the invoice when submitted for reimbursement.
- "Original Receipt(s)" for work-related items purchased for the participant (i.e., tool belt, steel-toed shoes, uniforms, tools, safety glasses, etc.) may be included with the initial invoice when submitted for reimbursement

Revised WEX Agreements. WEX Agreements may need to be revised, utilizing the "Work Experience Revision Form." The youth provider must complete the "Work Experience Revision Form" by completing the required information indicated on the form, and then forwarding the form and all applicable supporting documentation to the PWC Youth Program Coordinator or designee. ***WEX revisions are due within 24 hours of any change to the original work experience agreement. If the revision is not received, the revision may be denied, which will affect the reimbursement process, (i.e. denying reimbursement for additional hours completed, etc.)*** The PWC Youth Program Coordinator or designee will review/update records and forward "Work Experience Revision Form" to CEDD's Fiscal Section. CEDD's Fiscal Section will reimburse for "Paid Work Experience" in accordance with the WEX "Beginning" and "End Date" documentation as specified on the participant's time sheets for the period of reimbursement. Failure to submit timely information will result in payment/reimbursement delays.

Phoenix Workforce Connection Youth Program

Section: III-B	Work Experience (WEX)	Page 6 of 6
Federal Register/Vol. 65, No. 156 — §664.460, §664.470		
Public Law WIA Section 129(c)(2)(D)		

WEX Documentation. The youth program service provider will record all WEX activities into the case management system. Participant hard copy files must contain the required WEX documentation:

- Work Experience Worksite Agreement and Addendum
- Individual Service Strategy
- Skills Acquisition Record(s) as applicable
- Paid Work Experience Progress Report/Timesheet
- Work Experience Revision Form (if applicable)
- Labor Market Information
- Copies of paychecks

ADDENDUMS

WEX Check List
WEX Agreement
WEX Revision