



Bay Consortium Workforce Development Board

Policy Number: 18-05

Effective Date: November 7, 2018

Title: WIOA Youth Work Experience Expenditure Requirement Policy

PURPOSE

Local area youth service providers must spend at least 20 percent of their WIOA youth formula funds on work experience [WIOA Section 129(c)(4)]. The work experience expenditure rate is calculated after subtracting funds spent on administrative costs. Additionally, the expenditure rate is not applied separately for in-school youth and out-of-school youth.

REFERENCES

WIOA Section 129 (c)(2)(E)

WIOA Section 129(c)(4)

20 CFR NPRM 681.600

20 CFR NPRM 681.640

POLICY

Local area youth service providers must spend at least 20 percent of their WIOA youth formula funds on work experience [WIOA Section 129(c)(4)]. The work experience expenditure rate is calculated after subtracting funds spent on administrative costs. Additionally, the expenditure rate is not applied separately for in-school youth and out-of-school youth.

Failure by a provider of Youth services to meet the required minimum work experience expenditure percentage requirement shall result in sanctions, to increase in severity for each quarter of noncompliance. The Bay Consortium Workforce Development Board has established the following sanctions: for the *First* and *Second Quarter*, a corrective action plan; for the *Third Quarter*, the recapturing and reallocation of a percentage of the providers Youth funds to bring the provider into compliance with the minimum work experience expenditure requirement; for the *Fourth Quarter*, for a provider with recurring noncompliance, the termination of the contract to provide Youth services for the Bay Consortium Workforce Development Board, Inc.

WORK EXPERIENCE DEFINITIONS:

The WIOA places a priority on providing youth with occupational learning opportunities through work experience. Work experience provides in-school and out-of-school youth an invaluable opportunity to develop work place skills. Paid and unpaid work experiences must include academic and occupational education and may include the following types of work experiences:

- Summer employment opportunities and other employment opportunities available throughout the school year
- Pre-apprenticeship programs
- Internships and job shadowing
- On-the-job training opportunities (Reference: Title 20 CFR NPRM 681.600)
- The required academic and occupational education (e.g., workforce preparation activities, basic academic skills, and hands-on occupational skills training) must be taught within the same timeframe and connected to training in a specific occupation, occupational cluster, or career pathway [WIOA Section 129 (c)(2)(E) and Title 20 CFR NPRM 681.640].

Youth formula funds may be used to pay wages and related benefits for work experience in the public, private, for-profit or non-profit sectors when the participant's objective assessment and individual service strategy indicate that a work experience is appropriate.

Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of work experience.

- Allowable expenditures beyond wages may include the following:
- 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.