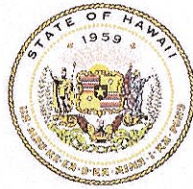


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(SN 26)
WIOA BULLETIN NO. 26-19

DATE: March 6, 2019

TO: Local Workforce Development Boards

SUBJECT: Minimum Work Experience Requirement for Youth Program Funds

PURPOSE:

To communicate the policy on the minimum 20 percent work experience requirement for youth program funds and sanctions for failure to meet the requirement.

BACKGROUND:

Workforce Innovation and Opportunity Act of 2014 (P.L. 113-128) and 20 CFR § 681.590(a) require that a minimum of 20 percent of local area funds for the Title I youth program be spent on work experience. Local area administrative costs are not subject to the 20 percent minimum work experience expenditure minimum [20 CFR §681.590(b)]. Leveraged resources cannot be used to fulfill any part of the 20 percent minimum.

Program expenditures on the work experience element can be more than just wages paid to youth in work experience. Allowable work experience expenditures include the following:

- Wages/stipend paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and

- Employability skills/job readiness training to prepare youth for a work experience.

Supportive Services are a separate youth program element and *cannot* be counted toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience.

Training and Employment Guidance Letter (TEGL) 21-16 provides further discussion and guidance on paid and unpaid work experience; academic and occupational component; and categories of work experience.

POLICY:

Local Workforce Development Boards are responsible for tracking work experience expenditures during the program year and working with their service provider to ensure that the minimum 20 percent expenditure is met for their local area.

The Workforce Development Council may institute any of these available sanctions for local areas that do not meet the minimum 20 percent work experience requirement:

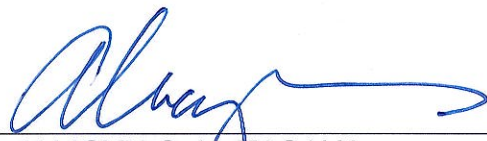
1. Requiring a Corrective Action Plan;
2. Prohibiting the use of service provider(s) failing to meet the minimum requirement;
3. Decertifying the local area involved; or
4. Making any changes deemed necessary to ensure compliance with the regulation.

INQUIRIES:

Inquiries regarding this bulletin may be directed to Jeanne Ohta, Jeanne.Y.Ohta@hawaii.gov or (808) 586-9170.

REFERENCES:

- Workforce Innovation and Opportunity Act of 2014, P.L. 113-128;
- WIOA Regulations at 20 CFR part 681;
- Training and Employment Guidance Letter WIOA No. 21-16, March 2, 2017;
- Training and Employment Guidance Letter WIOA No. 8-15, November 17, 2015.



ALLICYN C. H. TAsAKA
Executive Director