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WIOA COVID-19 MEMORANDUM

Date: August 13, 2020

To: Local Workforce Development Boards
WIOA Partners

SUBJECT: Youth Program, Work Experience Requirement, Assessments

Due to the COVID-19 pandemic, work experiences for youth during this time period may be harder to provide. Program expenditures on this program element may include more than just wages paid to youth. Allowable expenditures may include items such as:

- Wages or stipends 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 identify and develop the work experience;
- Staff time 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 or job readiness training to prepare youth for a work experience.

When determining the types of expenditures that are allowable to help meet this requirement, additional information can be found in [Training and Employment Guidance Letter \(TEGL\) 08-15](#) and [TEGL 21-16](#), p.15. State and local areas are expected to meet the minimum 20% of Youth Program funds work experience requirement.

VIRTUAL WORK EXPERIENCE

Virtual work experiences are allowable under the WIOA youth program. Paid and unpaid work experience is one of the 14 program elements for the WIOA youth program. A work experience is a planned, structured learning experience that takes

place in a workplace and provides youth with opportunities for career exploration and skill development. A work experience may take place in the for-profit, nonprofit, or public sector. Work experience is required to take place in the workplace, which ideally means on a work site where youth are in a work setting interacting with other workers in a specific industry and occupation. When due to the rural nature of a local area or during times of a pandemic (such as COVID-19), if it is not possible to provide work experiences on a work site, it is acceptable to provide remote or virtual work experiences for youth.

ASSESSMENTS

COVID-19 has created additional challenges for local areas and youth service providers abilities to implement the WIOA Youth program. In order to receive services in the program, participants must receive an objective assessment, which often includes a basic skills assessment and an Individual Service Strategy (ISS) that informs the plan for services. For programs that are unable to execute their assessment process during this time, i.e., unable to provide assessments in-person and/or on-site with a proctor, they should do their best to obtain information virtually from schools or directly from the participant pertaining to assessment and develop an ISS based on the available information. The inability to meet with potential participants in-person should not impede enrollment or service provision. When regular in-person assessment practices begin again, programs should formally assess participants, record results in the file, and update the ISS and service plan, if needed. Also, local areas and service providers may find it useful to visit the National Reporting System for Adult Education at <https://nrsweb.org> to learn about any changes or updates to assessment practices.

INQUIRIES:

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

REFERENCES:

- Workforce Development Council WIOA Bulletin No. 26-19, issued March 6, 2019
- Workforce Innovation and Opportunity Act of 2014, P.L. 113-128
- WIOA Regulations at 20 CFR part 681
- TEGL 08-15, November 17, 2015
- TEGL 21-16, March 2, 2017



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