



NEMO WORKFORCE DEVELOPMENT BOARD

Adults & Dislocated Workers Work Experiences

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A WIOA Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Employers are critical partners that provide significant growth opportunities for adults and dislocated workers through work experiences that give them the ability to learn and apply in-demand skills. Work Experiences are designed to help individuals establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Work experience is applicable to all WIOA core programs and a valuable tool to engage employers and to support job seekers in overcoming barriers to employment. WIOA Adults and Dislocated Workers Work experiences may be paid or unpaid, and take place in the private sector, non-profit sector, or public sector.

Participant Eligibility

- Participants must meet WIOA program eligibility requirements,
- Be enrolled into the respective WIOA program,
- Receive an assessment resulting in the development of an Employment Plan (EP) that documents the participant's need for and benefit from a Work Experience,
- Participants who have received funding through an ITA, cohort or other WIOA funded training are also eligible for Work Experience.

Worksite Employer Eligibility

- Employers must be licensed to operate in Missouri, be in good standing and must provide their Federal Employer Identification Number (FEIN).
- Additionally, employers must adhere to the following requirements;
 - Must have safe and healthy working conditions with no previously reported health and safety violations that have been reported but have not been corrected; and
 - Must be compliant with all Equal Opportunity (EO) regulations; does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations or age; and

- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a Adults and Dislocated Worker participant or as the result of having a Adults and Dislocated Worker participant; and
- Shall not allow the Adult and Dislocated Worker activity to result in the infringement of promotional opportunities of their current employees; and
- Shall not allow the participant to be involved in the construction, operation or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place for religious worship.

Employer of Record Requirements

- The employer of record must carry workers' compensation to the extent available, and if the States workers' compensation law does not apply then insurance coverage must be secured for injuries suffered by the participant in the course of such work experience; and
- Ensure that work experiences will be conducted in a safe and sanitary work environment; and
- Ensure that all work experience participants have adequate worksite supervision; and
- Must conduct a WIOA worksite orientation with the worksite employer and participant prior to the start date; and
- Complete the federal E-verify requirement within three (3) business days of the individual's hire/start date.

Maximum Hours

A WIOA Adult or Dislocated Work Experience is allowable for up to **300 hours***.

To determine the duration of a Work Experience activity, the following should be considered:

- The duration needed to acquire the skills or knowledge
- The objectives of the work experience
- The quality and benefit of the employer work activity
- The budget of the service provider

*If, upon completion of the maximum work experience hours (300 hours), the Subrecipient and Employer determine additional hours are required in order for the work experience to be successful, the Subrecipient may **request a waiver by completing the Request for Waiver Form** and submitting appropriate supporting documentation to the Director for approval. The Director may extend the work experience hours up to **an additional 240 hours** provided the following are met and documented:

- Updated Training Plan justifying new hours.
- Updated EP and Required Case Notes in MoJobs documenting the waiver request in detail.
- Statement from the worksite Employer confirming the need for additional hours.

Compensation

- Participants enrolled in a paid work experience shall be compensated an hourly wage at not less than the State or local minimum wage.
- Participants shall only be paid for the hours worked during the work experience and should be documented on the participant's work experience time sheet.
- Work Experience participants are not authorized to work overtime, or receive paid sick leave, vacation, and holiday pay.

Case management and Documentation

The following must be completed and documented prior to the start date of the work experience;

- Comprehensive Assessment identifying the need and ability for a successful completion
- Employment Plan (work experience must align with the identified career pathway)
- Worksite Agreement
- Detailed Training Plan
- Time cards/sheets; and
- Case notes

Monitoring Requirement

The Subrecipient must make available all training and payroll records and other required documentation for review by the Federal, State, and Local monitors. Such monitoring may include but not limited to on-site visits and phone/email communication with the employer/trainer and participant to review progress and provide technical assistance as needed.

Request for Waiver Form revised 10-14-20 [Request for Waiver Form - Fillable](#)