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Monmouth County Policy Youth Work Experience and Incentive Payments Policy

Purpose: To establish a policy related to Youth Work Experience and Incentive Payments Policy for the Monmouth County Division of Workforce Development. A Youth Work Experience and Incentive Payment Policy is required in WIOA Title I programs, per NJWIN 1-17.

Background: WIOA Sec. 129 lists the 14 required program elements that every workforce development board must make available in their local area. Included in these is the following paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which 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 (OJT) opportunities

WIOA Sec 129 (C) (4) requires that local workforce development area expend at least 20 percent of the funds allocated to them to provide youth being served with paid and unpaid work experiences. Work experience is defined in 20 CFR 681,600 as a planned structured learning activity that takes place in a workplace setting for a limited period of time.

A work experience may take place in the private for profit-sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/ employer relationship exists. Consistent with 20 CFR 680.840, funds provided for work experience may not be used to directly or indirectly as in the filling of a job opening that is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. Work experiences provide the youth participants with opportunities for career exploration and skill development.

Policy: Per WIOA, Local Area workforce developments boards are responsible for creating and directing policy and a service delivery strategy for administering youth work experience and incentive payments. An agency providing work experience as a result of a competitively

procured contract will utilize the following Youth Work Experience and Incentive Payments Policy.

Goal of work experience: Work experience is designed to aid participants in a structured environment, learning good work habits with the focus on career exploration. Work goals and objectives, where possible should be reflective of career choices where youth have expressed interest.

Duration of work experience: Work experience must be for a minimum of 6 months and maximum of 12 months. Work experiences that will be less than or more than the time stated will required additional director approval.

Wages/incentive/stipends: Any agency providing work experience as a result of a competitively procured contract is required to pay youth work experience at minimum wage. Unpaid work experience, incentive, or stipends are not appropriate for work experience activities.

Worksite Agreements: Agencies may use their own worksite agreement as long as it minimally contains the information in the worksite agreement sample in NJ WIN 1-17.

Monitoring: Youth progress towards meeting goals are regularly monitored by employment counselors. The Workforce Development monitor will monitor each work site at least once per contract year.