

Technical Assistance Guidance

TAG-13-2016

Issued Date: **12-05-2016**

Subject: Workforce Connections – Policy Revisions & Updates
Program Services and Activities
YTH-040-06 Work Experience (WEX) & Internships

Purpose

To announce publication and effective date of revisions/updates made to Workforce Connections' (WC) policy YTH-040-06
This TAG provides sub-recipients with a helpful tool to improve quality of service, effective management practices and ensure compliance with Federal, State and local regulations.

Background

With the commitment to improve processes and after further research and assessment of recently established requirements, WC has revised the above mentioned policy to reflect the following:

Sec. I

Revised in its entirety to address General Provisions for “Work Experience (WEX) & Internship” combined.

Sec. I (E) “Duration and Hours Limitation of Work Experience or Internship” revised in its entirety.

Sec. II

Revised in its entirety to address the “Work-based Learning training Agreement” including general provisions and establish standards.

Under **Sec. II**

Sec. II (C) New

Sec. II (D) New

Sec. II (E) Revised in its entirety

Sec. III

“Required Support Documentation”

Revised in its entirety

Sec. IV

“Summer Work Experience – Prerequisites”

Revised in its entirety

WC will continue to provide technical assistance to support the workforce system. For more information and/or updates, please contact your Contract Administrator at your earliest convenience. Sub-recipients are encouraged to carefully read and get familiar with the revised policies since their organization will be impacted by the new requirements and/or regulations affecting compliance.

Action: Please share this information with all staff and other interested parties.

Policy revisions/updates adopted and implemented as of Monday December 05, 2016. WC Policies can be located at: <http://nvworkforceconnections.org>

Technical Assistance: Available upon request.