

Technical Assistance Guidance

TAG 26-2018

Issued Date: **October 1, 2018**

Subject:

Local Workforce Development Board (LWDB) - Workforce Connections (WC)
Policy Implementation Revision(s) & Update(s)

WIOA Title I Program, Services and Activities

Purpose

To announce the publication and effective date for implementation of revisions/updates made to the following policy:

YTH-040-06 Work Experience (WEX) & Internships

Background

Work experiences and internships are planned, structured learning experiences that take place in a workplace for a limited period of time. Both activities may be paid or unpaid, as appropriate, and may take place in the private for-profit sector, the non-profit sector, or the public sector. These activities shall provide the youth participant with opportunities for career exploration and skill development, be designed to enable youth participants to gain exposure to the working world and its requirements, and should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

Modifications:

Sec. I (B) Paid Internship or WEX, revised in its entirety.

Key points:

- Hourly rate for internship or WEX; and
- Fair and Labor Standards Act guidance.

Sec. I (E) Duration and Hours Limitation for Internship or WEX, revised in its entirety

- Total number of hours for a paid internship or WEX during the participation period, and
- Number of hours for a single internship or WEX.

Action:

Share this changes and train staff, as appropriate or necessary, to facilitate compliance with established guidelines.

After review if further guidance is needed, please request from Workforce Connections additional technical assistance.

WC policies can be located at: <http://nwworkforceconnections.org>