2748 Wagener Road/Hwy 302N, Aiken, SC 29801 · Post Office Box 850, Aiken, SC 29802-0850 · Ph: 803-649-7981 · Fax: 803-649-2248
www.lscog.org www.lswia.org TTY Relay Service dial 711

LOWER SAVANNAH INSTRUCTION NUMBER: PY15-005
DISTRIBUTION LIST: See below
ISSUANCE DATE: December 1, 2015
EFFECTIVE DATE: **IMMEDIATELY**
SUBJECT: **WORK BASED LEARNING AND WORK EXPERIENCE**

PURPOSE: To provide guidance and planning information of the Workforce Investment Act (WIA) Title I youth formula funds on activities associated with the implementation of WIOA.

REFERENCES:

- Training and Employment Guidance Letter (TEGL) No. 23-14, *WIOA Youth Program Transition;*
- WIOA (Pub. L. 113 – 128) Title I, Sections 126-129;
- TEGL No. 12-14, *Allowable Uses and Funding Limits of WIA Program Year (PY) 2014 funds for WIOA Transitional Activities;*
- TEGL No. 19-14, *Vision for the Workforce System and Initial Implementation of the WIOA;*
- TEGL No. 13-09, *Contracting Strategies That Facilitate Serving The Youth Most In Need;*
- WIA (Pub. L. 105-220), Title I.

BACKGROUND: WIOA increased the minimum Out-of-School Youth (OSY) expenditure rate for the youth formula-funded program from thirty (30) percent under WIA to seventy-five (75) percent under WIOA. Additionally, noted in TEGL 23 – 14, WIOA section 129(c)(4) prioritizes work based learning with the requirement that local areas must spend a minimum of 20 percent of non-administrative local area funds on work experience initiatives. Work Based Learning is defined as work experience opportunities such as summer and year-round employment, pre-apprenticeship, apprenticeships (registered), on-the-job-training, internships and job shadowing.

POLICY: ***THIS POLICY IS EFFECTIVE IMMEDIATELY UNTIL FURTHER NOTICE***. The following policy and procedure shall be adhered to accordingly for all LSWIA WIOA Youth Participants. Effective December 1, 2015 all newly enrolled Out-of-School Youth (OSY) will participate in a work experience. The work experience must include two (2) workshops prior to being placed on the worksite. One workshop is required from **Category 1 (Employability Skills)** and one workshop is required from **Category 2 (Employer Expectations).** The workshop topics must focus on:

An Equal Opportunity Employer/Program. Auxiliary aids and services are available to individuals with disabilities upon request.

Workshop Topics		
Employability Skills Category 1		**Employer Expectations** Category 2
Resume Preparation		Accountability
Interviewing Skills		Communication Skills
Job Search Tools		Teamwork
Appropriate Dress		Professional Etiquette

Work experiences should reflect the participants Individual Service Strategy (ISS)/Individual Employment Plan (IEP) and career goals. Work experiences will be funded for a ten (10) ten week period at twenty (20) hours per week. Newly enrolled youth, after the effective date of this Instruction, must start their Work Experience within sixty (60) days of WIOA enrollment. Youth enrolled since July 1, 2015 should start their Work Experience within sixty (60) days of this Instruction's effective date. Youth enrolled prior to July 1, 2015 may be placed on a work experience, but, work based learning opportunities for these individuals must be reasonable and reflect their ISS/IEP and career goals. The Work Experience requirement does not require an Educational Functioning Level (EFL) gain or a Training Committee's approval like with other trainings, as it is a mandated part of WIOA eligibility and enrollment.

In-School Youth (ISY) may be placed onto a work experience as a function of Summer Youth Employment just prior to high school graduation or any time afterwards.

Good Sense Tip: ***TEGL No. 23 – 14 states "Work Experience is a critical WIOA youth program element. WIOA section 129(c)(4) prioritizes work experiences with the requirement that local areas must spend a minimum of twenty (20) percent of non-administrative local area funds on work experience."***

ACTION: All applicable Lower Savannah Workforce Investment Area (LSWIA) sub-recipients, contractors, service providers, one-stop workforce/career center operators, and other applicable organizational elements will implement and comply with these instructions, as well as any related instructions contained in applicable contractual agreements.

Please copy and distribute this information appropriately within your agency.

INQUIRIES: Direct all inquiries regarding this instruction to the Lower Savannah Council of Governments' Workforce Development Staff, Lower Savannah Council of Governments, Post Office Box 850, Aiken, South Carolina 29802-0850, telephone 803-649-7981, fax 803-649-2248, or e-mail abanderson@lscog.org.

André B. Anderson
Workforce Development Administrator

Distribution: LSWIA website page at www.lswia.org