| | West Central Region Local Policy | | |
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| | **Subject:** Adult Work Experience | **OWD Approval Date:** 9/3/25 | **Board Approval Date:** 8/27/25 |
| | **Reference:** OWD Issuance 02-2020 | **Revision:** 4 | **Effective Date:** 9/3/25 |

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 may be paid or unpaid, and take place in the private sector, non-profit sector, or public sector.

**Participant Eligibility**

All Adult and Dislocated Worker participants must meet program eligibility requirements, be enrolled into the respective WIOA program, and have received 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 an Adult and Dislocated Worker participants or as the result of having an Adult 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.

**General Provisions and Requirements**

Staff should seek employers and worksites that are committed to helping Adult and Dislocated Worker participants receive the experience and training that is required for employment beyond the Work Experience period. The employer(s) must be willing to work closely with the case manager and notify them if issues or problems occur. Persons placed in a subsidized and/or unsubsidized Work Experience position must be given the opportunity to learn the skills necessary for successful employment in the field. A Work Experience placement is an intermediate employment step toward the long-term goal of permanent unsubsidized employment.

Pre-Award Evaluation and Worksite Agreements will be completed by the appropriate staff prior to the placement of a participant at the worksite. All original Pre-Award Evaluation and Worksite Agreement forms will be maintained in a separate employer file. Copies of each agreement will be placed in the participant file.

- Worksite Agreements between the program operator and the Work Experience employer will be used in this activity. A Worksite Agreement is required for each individual worksite.
- The hourly wage will be no less than the $1.00 above state minimum wage.
- WIOA participants will be paid only for actual hours worked. No pay will be given for lunch breaks, holidays or absences. Overtime is prohibited.
- Worksite Agreement must be signed by the Employer/Authorized Representative and Program Operators Authorized Agency staff before it is valid. General Assurances will be reviewed with the Employer prior to signature of the document.

**Work Experience/Internship Training Plan**

A skills analysis must be completed for each participant placed in a work experience activity. Each skill to be developed must be listed on the Training Plan signed by the employer. Skills listed should be attainments that will enhance the clients work history and assist them in becoming more employable. The work experience **must** align with the participant's career pathway. The Work Experience Training Plan will be completed by the case manager in collaboration with the employer and the participant. Each participant will have an individualized Work Experience Training Plan that will have a detailed description of the job duties they are to perform.

The total hours to complete the job assignment will be based upon the Training Outline/Hours Determination form and the skills the participant possesses at the time of training plan completion. A WIOA Adult or Dislocated Worker Work Experience is allowable for up to 300 hours. However, the WDB may limit duration and the amount for an individual participant to less than the maximum 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 the WDB determines that participant requires additional hours in order to be successful or to obtain unsubsidized employment, the WDB may extend the work experience hours up to an additional 240 hours provided that the following are met and documented. • Updated Training Plan justifying new hours

- Updated EP
- Statement from the worksite Employer confirming the need for additional hours.

Work experience should not exceed six months in duration.

Training Plan must be completed and signed by both the participant and the employer prior to the start date of the Work Experience. The original will be placed in the participant file. Copies will be given to the participant and the employer.

**Compensation**

Participants enrolled in a paid work experience shall be compensated at an hourly wage of $15.00. Participants shall be paid only 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, paid sick leave, vacation, and holiday.

**Orientation Checklist for Employers/Supervisors**

Case managers will review all the items on the checklist with all worksite supervisors. Only worksite supervisors who sign the form will be allowed to sign the participant timesheets. All supervisors listed on the training must complete the Supervisor Orientation.

**Orientation Checklist for Participant**

Case managers will review all the items on the checklist with the participant. The original will be placed in the participant file.

**Participant Emergency Contact Information**

The information must be completed by the participant. The original will be placed in the participant file and a copy given to the employer at the start of the Work Experience.

**I-9 Documentation**

Case managers must complete the I-9 before the start of the Work Experience assignment. The I-9 with copies of the supporting documentation will be placed in the participant file after E-Verify is complete. E-Verify must be completed within (3) working days of the start of Work Experience.

**State and Federal W-4**

Participants must complete and sign both the MO W-4 and the Federal W-4.

**Time and Attendance Records**

***Time and Attendance Records:***
The sub-recipient's payroll system will be utilized by participant and employer to record and approve time. Sub recipient will provide employer and participant with instructions on how to access the system.

In the event the sub-recipient's payroll system cannot be used, the case manager must ensure the worksite has an acceptable method of recording participant hours. The hours worked each week cannot exceed forty (40) hours. All time and attendance records must be completed in ink and does not allow for the use of "liquid paper," "white out," correction tape or other types of correction materials. To record changes, the entry must be struck out with a single line, and the supervisor and the participant must initial the change being entered. Changes discovered by case managers during their review will be noted and a telephone notification made to the supervisor and participant as to the change. As described in the assurances, the participant shall not be paid for lunch breaks, holidays, and absences. The youth must enter the day and month, actual date, the specific times, and the number of hours worked that date. Supervisor must review the time sheet for accuracy. The time sheet must be signed and dated by the participant, worksite supervisor and approved by case managers. Payroll checks for hours worked are only to be issued from the approved time sheet.

**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**

Mid-point monitoring and end-point monitoring will be conducted. Case managers will review participant work conditions and behaviors and discuss any problems with the employer and the participant. WDB Programs/Compliance or other authorized staff will monitor a representative sample of all Work Experience assignments in conjunction with the Sub-State Monitoring Plan.