

# Mass Workforce Issuance

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☒ Policy ☐ Information

**To:** Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** Workforce State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** September 27, 2017

**Subject:** WIOA Title I Youth Work Experience Expenditure Requirement

**Purpose:** To notify Local Workforce Development Boards, One-Stop Career Center Operators, Fiscal Officers, Youth Service Providers, Youth Practitioners, and other Workforce Partners of the WIOA Title I youth work experience expenditure requirement.

**Background:** WIOA Section 129 (c)(4) prioritizes work experiences for WIOA eligible in-school and out-of-school youth. The expanded work experience focus under WIOA aims to improve the educational and employment outcomes for youth through quality work experiences that have an academic and occupational education component.

WIOA requires local workforce areas to spend a minimum of 20 percent of local area funds on work experiences.

## Allowable Work Experience Expenditures

Allowable program expenditures for the work experience include:

- Wages/stipends paid to youth in the work experience;
- Incentive payments directly tied to the completion of work experience;
- Employability skill/job readiness training to prepare youth for work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent work with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;

- Classroom training or the required academic component directly related to the work experience; and
- Orientations for employers.

### **Work Experiences**

In accordance with 20 CFR §681.600 work experiences are planned structured learning experiences that take place for a limited period of time and may be paid or unpaid, as appropriate. A work experience may take place in a private for-profit, non-profit, or public sector. Work experiences must include academic and occupational education.

Work experience is one of the 14 WIOA required program service elements for youth and includes the following categories:

1. Summer and other employment opportunities throughout the school year;
2. Pre-apprenticeship programs;
3. Internships and job-shadowing; and
4. On-the-Job Training opportunities.

### **Policy:**

Local areas shall ensure youth participants receive information on the full array of WIOA program service elements including work experience.

A minimum of 20 percent of non-administrative local area funds must be spent on work experiences for WIOA eligible in-school and/or out-of-school youth.

### **Reporting Work Experience Expenditures**

In accordance with 20 CFR §618.61, local youth programs must track program funds spent on paid and unpaid work experiences, including wages, mandated fringe benefits related to youth wages, and start costs for the development and management of work experiences, and report such expenditures as part of the local WIOA youth financial reporting. The percentage of funds spent on work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for in-school and out-of-school youth. Local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement.

Local area Fiscal Agents will report program funds spent on paid and unpaid work experiences on the Fiscal Status Report (FSR) line for “Work Experience Expenditure.”

### **Recording Work Experience in the Massachusetts One-Stop Employment System (MOSES)**

In order to ensure accurate recording of work experience activities in MOSES, Youth participants should be enrolled in activities/courses associated with one or more of the following activity categories;

- On-the-Job Training
- Workplace Training and Cooperative Education Programs
- Work Experience

- Work Experience/Summer (Youth)
- Subsidized/Transitional Employment
- Academic/Occupational Learning – Summer Youth
- Internship
- Job Shadow
- Pre-Apprenticeship

In order to associate an activity category with an activity/course, go to the Training Course maintenance screen in MOSES, select one or more of the activity categories, and move to the right side.

The screenshot shows the 'Training Course ( YOUTH AT WORK )' window for 'SUMMER YOUTH WORK EXPERIENCE'. The 'Activity Categories' section is active, showing a list of categories on the left and a list of selected categories on the right. A green arrow points from 'Academic/Occupational Learning' to 'Workplace Training And Cooperative Work Experience/Summer (Youth)'. Below this are fields for WTW Contract Status, Year Course First Established/Offered, On Site at Employer Location, and Funded by Workforce Development Agency in last 3 years. There is also a section for 'Approvals' with a table of approvals and buttons for 'Add', 'Delete', and 'Details'. A large red 'Inactive' watermark is overlaid on the screen.

#### Action

**Required:** Please share with managers, staff and partners as appropriate. Please ensure that Youth work experience is appropriately recorded in MOSES and accurately reported on the quarterly Fiscal Status Report (FSR).

**Effective:** Immediately

**References:** WIOA Section 129 (c)(4)  
WIOA Final Rules: 20 CFR §681.590 - §681.610  
Training and Employment Guidance Letter (TEGL) WIOA No. 21-16: Operating Guidance for the Workforce Innovation and Opportunity Act

**Inquiries:** Please email all questions to [PolicyQA@MassMail.State.MA.US](mailto:PolicyQA@MassMail.State.MA.US). Also, indicate issuance number and description.