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ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council  
Executive Committee Meeting Agenda  
September 13, 2019  
8:30 am to 9:30 am**

<b>Welcome Message</b>	<i>Daniel Gomez</i>
<b>Review September Meeting Agenda</b>	<i>David Remick</i>
<b>Review &amp; Approve Consent Agenda Package</b>	<i>David Remick</i>
<b>Discussion: What LMI do we want to know?</b>	<i>David Remick</i>
<b>Adjourn</b>	<i>Daniel Gomez</i>

**UPCOMING MEETINGS**

**November 8, 2019  
8:30 am to 9:30 am  
Arlington County Department of Human Services  
2100 Washington Blvd, AEC Conference Room  
Arlington, VA 22204**



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council  
Quarterly Meeting Agenda  
September 26, 2019  
8:30 am to 9:30 am**

<b>Welcome Message</b>	<i>Daniel Gomez</i>
<b>Regional Labor Market Update</b>	<i>Alex Cooley</i>
<b>Consent Agenda Approval</b>	<i>Daniel Gomez</i>
<b>Executive Director's Report</b> <ul style="list-style-type: none"><li>• Chair &amp; Vice-Chair Election</li><li>• Discussion: What does "Educating job-seekers on how to conform to and thrive in corporate culture" mean?</li></ul>	<i>David Remick</i>
<b>Economic Development Update</b>	<i>Cynthia Richmond &amp; Ryan Touhill</i>
<b>Education, &amp; Workforce Partners Update</b>	<i>Various Speakers</i>
<b>Public Comment Period</b>	<i>David Remick</i>
<b>Adjourn</b>	<i>Daniel Gomez</i>

**UPCOMING MEETINGS**

**November 21, 2019**

**8:30 am to 9:30 am**

**Arlington County Department of Human Services  
2100 Washington Blvd, Lower Level Auditorium  
Arlington, VA 22204**



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## Workforce Council

### Consent Agenda Notes

- June 13, 2019 Meeting Minutes – Recommendation: Approval
- September 13, 2019 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- Determination of Need for Training and Suitability Policy: This is a new policy that provides guidance to career counselors when they are in the process of determining if a job seeker should be enrolled into WIOA. This policy is based on similar policies in use by workforce development boards in the United States. – Recommendation: Approval
- WIOA Youth Work Experience Policy: This policy has been created at the request of the Virginia Community College System to specifically address how the Alexandria/Arlington region supports WIOA Youth Work Experience programs. – Recommendation: Approval
- Incentive Awards to WIOA Youth Policy: This policy has been revised at the request of the Virginia Community College System to improve the definition of the term “incentive”. – Recommendation: Approval
- Adult OJT, Work Experience, & Transitional Jobs Policy: This policy has been revised so that it no longer includes references to WIOA Youth. – Recommendation: Approval
- MOU Between RWC, Arlington County Continuum of Care, and The Partnership to Prevent and End Homelessness in the City of Alexandria: MOU memorializes referral process between the parties. – For Your Information Only
- Letter to Arlington School Board: This letter serves as a recommendation to include “championing basic professionalism skills training” be used as a criterion when selecting the next Superintendent.
- Recertifications & Additions to Eligible Training Provider List: Several WIOA Eligible Training Providers have submitted their recertification letters, along with evidence that basic professionalism skills are incorporated into their curricula. These providers meet federal, state, and local requirements for recertification on the Alexandria/Arlington WIOA Eligible Training Provider List. – Recommendation: Approval

**June 13, 2019 Regional Workforce Council  
Meeting Minutes**



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**Alexandria/Arlington Regional Workforce Council  
Quarterly Meeting Minutes  
June 13, 2019  
8:30 am to 9:30 am**

**Attendance:** Eduardo Achach, Kate Bates (Proxy), Patrick Brennan, Stephanie Briggs (Proxy), Dottie Brown, Karen Brown, Sherri Chapman (Proxy), Dennis Desmond, Ellen Harpel, Elizabeth Jones, Alberto Marino, Kris Martini, Erik Pages, Steve Partridge (Proxy), Cynthia Richmond (Proxy), Andrea Rubino, Chastity Thornton, Ryan Touhill, Darren Tully

**Absent:** Lisa Bauer, Stacey Butler, John Gallagher, Daniel Gomez, Shana Hargrove, David Harris, Lesa Gilbert, Nate Mauer, Christine McCurdy, Marie Schuler, Fernando Torrez, Landon Winkelvoss

**Staff:** Alamelu Dev, Daniel Mekibib, David Remick

Meeting commenced at 8:30 am.

**PRESENTATIONS**

- Alex Cooley presented an update to the region's labor market status.
- The June 13, 2019 Consent Agenda was unanimously approved.
- David Remick presented a recommendation for updating the Eligible Training Provider List and the Individual Training Account Policies to better support Basic Professional Skills learning for WIOA customers. The revised policies were unanimously approved.
- Ryan Touhill provided a local economic development.
- Several members and guests presented their updates.

The meeting adjourned at 9:30 a.m.

**NEXT MEETING**  
September 26, 2019

8:30 am to 9:30 am  
Arlington County Department of Human Services  
2100 Washington Blvd, Lower Level Auditorium  
Arlington, VA 22204

**September 13, 2019 Executive Committee  
Meeting Minutes**

**To Be Added After September 13<sup>th</sup> Meeting**

# **One-Stop Operator Quarterly Report**



**To Be Issued Prior To Meeting**

# **Determination of Need for Training and Suitability Policy**

## **DETERMINATION OF NEED FOR TRAINING AND SUITABILITY**

### **POLICY AND PROCEDURES**

#### Determination of Need for Training

The Workforce Innovation and Opportunity Act program is designed to provide employment and training opportunities to those who can benefit from and who are most in need of such opportunities. However, WIOA is not an entitlement program. This requires that eligible individuals are determined to be suitable for program enrollment based upon a consistent and equitable assessment that is relevant to the level of services for which the individuals are applying. The case file must contain a determination of need for training services as determined through the interview, evaluation, or assessment, and career planning informed by local labor market information and training provider performance information, or through any other career service received. Although verification documents will reflect participant information as of the application date, demographic characteristics entered in Virginia Workforce Connection should be updated to reflect the participant's actual circumstances as of the enrollment date.

#### Suitability

Selection of customers for WIOA services is based on both need and suitability. Suitability must be determined through the assessed ability and the perceived personal commitment of the participant to attend activities, to successfully complete these activities and to acquire employment and/or post-secondary/advanced skill placement (WIOA sec. 134 (c) (3) (b)). Individuals may be fully eligible and in need of services, however they may not be suitable pending resolution of immediate issues (academic, personal, etc.) or personal barriers. Assessment scores, combined with other data collection during interviews (such as review of barriers, dependency, employment history, interest, etc.) helps determine suitability or need for training assistance.

Staff will determine suitability during orientations and other activities with the participants. Considering the information above, circumstances that may make an individual not suitable for WIOA includes, but is not limited to, the following:

- Ineligible WIOA application (automatically not suitable);
- Individual requiring extensive support beyond the ability of what WIOA provides;
- Individual whose training needs are served more appropriately by another agency;
- Individual whose training desires cannot be met by WIOA funding;
- Individual does not have the skills and qualifications to successfully participate in the selected program of training services;
- Individual whose living is in immediate crisis and cannot participate in WIOA activities at this time;
- Individual who cannot allocate sufficient time for the required commitment to the WIOA program;
- Consistent failure to show for scheduled appointments;
- Individual who requires or insists on services sooner than WIOA can provide them.

All applicants will be given an appointment. After eligibility is determined, staff must assess suitability. Should an applicant be eligible for WIOA and not suitable for the program, there must be proper documentation on why the applicant was denied access to the program. All denials must be maintained in a file for three (3) program years. There should also be case notes in the file that support suitability determination.

# **WIOA Youth Work Experience Policy**

## **WIOA YOUTH WORK EXPERIENCE POLICY**

### **REFERENCES**

- Workforce Innovation Opportunity Act; Final Rules, U.S. Department of Labor
- Employment and Training Administration, (20 CFR §681.610, §680.180, §680.190, §681.590, and §681.600)
- Fact Sheet #13: Employment Relationship Under the Fair Labor Standards Act. U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division
- Trainees. elaws - Fair Labor Standards Act Advisor. U.S. Department of Labor
- School-to-Work. elaws - Fair Labor Standards Act Advisor. U.S. Department of Labor
- Virginia Workforce Letter #10-01, Youth Work Experience, December 15, 2017 Commonwealth of Virginia, Paid and Unpaid Work Experience #104.

### **PURPOSE**

To provide policy direction regarding the development, use, documentation, and tracking of Workforce Innovation Opportunity Act (WIOA) funds to make incentive payments for approved Work Experience opportunities (WEX) for eligible WIOA youth ages 14-24.

### **DEFINITIONS**

- Business is a legal organization, or economic system where goods and services are exchanged for one another or for money.
- Employer is a legal entity that controls and directs workers under an express or implied contract of employment and pays (or is obligated to pay) him or her a salary or wages in compensation; or a person or legal organization that employs people.
- "Work Experience Training" or "WEX" is planned, structured learning experience that takes place in a workplace for a specified limited period of time.

### **BACKGROUND**

The purpose of the WEX activity is to provide the WIOA eligible youth with opportunities for career exploration, academic and skill development and reinforcement of the work ethic. The WEX must be designed to enable youth to gain exposure to the world of work and its requirements.

Work Experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment in the career interest of choice. The WEX must be with a legal business and/or employer that meets all basic requirements to operate in Virginia. The WEX Training may be paid or unpaid and may be in the private for-profit sector, the non-profit sector, or the public sector. WEX may be subsidized or unsubsidized. Under WIOA paid and unpaid work experiences must include academic and occupational education as a component of the work experience and can include several activities including summer employment, pre-apprenticeship, internships, job shadowing and on-the-job training (OJT). Note: This policy does not address the requirements and/or documentation for OJT.

The intent of WEX is not to benefit the employer, although the employer may, in fact, gain from the activities performed by the youth. WEX activities shall not reduce current employee's work hours, displace current employees or create a lay-off of current employees, impair existing contract or collective bargaining agreements, and/or infringe upon the promotional opportunities of current employees as defined in the Fair Labor Standards Act.

### **POLICY**

The Alexandria/Arlington Regional Workforce Council (RWC) works to ensure that as many customers as possible have an opportunity to participate in paid and unpaid work experiences that have academic and/or occupational component to provide exposure to careers, career pathways and exposure to the requirements and technical skills of the workplace. RWC encourages the use of well-planned WEX to serve as a stepping stone into unsubsidized employment through the use of job shadowing, pre-apprenticeship, internships, summer employment and OJT.

## Requirements

- A. **Work Experience Assessment and Training Plan:** The service provider shall ensure that WEX training plan for the WIOA eligible participant is appropriate based on the participant's career interest of choice (when feasible), labor market research and comprehensive assessment and as documented in the Individual Service Strategy (ISS). The WEX Training Plan should be measurable and clearly indicate how this activity is going to help the customer move from the WEX to unsubsidized employment and/or training.

Documentation of the need for work experience that is tied to and supported by academic and/or occupational education and the objectives of the work experience, WEX addendum must be kept in the participant's file. It must also include periodic evaluation of the customer's participation and learning during the work experience, including information about any incentive payments made and the learning that took place. It is strongly encouraged that the WEX and its associated training components be directly tied to a credential and documented in the training plan.

WIOA Youth Staff should use labor market information when developing the academic competencies to learn and be evaluated on the WEX. The WEX Training Plan must also indicate that youth participants received financial literacy information to include but not limited to check cashing, budgeting incentive funds, and savings. The lifetime duration of the work experience program should not exceed 180 hours unless WIOA Staff receives a waiver from the RWC Executive Director.

The determination of the duration of the WEX should be based on the academic and/or occupational competencies the WIOA participant needs to develop or refine and must be specified in the WEX Training Plan. A WEX Training Plan allows WIOA Youth Staff to monitor and evaluate the WEX and it serves as a baseline when establishing whether the needs of the WIOA participant and the employer's expectations of training and development have been met.

- B. **Development of Work Experience Sites Vetting of Work Experience Sites:** WIOA Youth Staff must make every effort to verify that participants are placed with business and/or employers that are legal able to operate in Virginia. The vetting process could include proof of a business license, registration with the Virginia State Corporation Commission, a regulatory body, etc. Once an employer has been identified, there must be a **Worksite Agreement** between the AJC and the employer that articulates the learning that is to take place (job description/work objective), the length of the WEX and the academic and/or occupational competencies to be obtained. The **Worksite Agreement** must be completed and signed prior to the start of the WEX. The WEX Agreement must also contain a list of tools, uniform and safety equipment. WIOA Youth Staff will use a standardized **Worksite Agreement** developed by the RWC (see attachment).
- C. **WIOA Funds and Payments:** WIOA Youth Staff will strive to develop worksites and work experience opportunities in the RWC targeted sectors and pay incentive payments based on the terms outlined in the **Worksite Agreement**. The relationship between the WIOA participant and the employer that provides the site for the WEX activity is not an employer-employee relationship as defined by the Fair Labor Standards Act. The formal relationship is between the WIOA program and the employer that volunteers to provide the site for the work experience activity for the WIOA program. During the period of a WIOA participant's enrollment in a paid work experience activity, the WIOA payments received are not subject to withholdings by the employer nor the WIOA program and are not to be considered wages, but incentives provided in accordance with attendance and full participation of the participant in achieving the competencies stipulated in the training plan. The payments are incentives for participation in a training activity, not compensation for services to an employer. The funds should not be considered for tax purposes on a 1099-MISC or W-2 as reflected in Virginia Workforce Letter (VWL) #10-01. At the completion of a "Work Experience" activity the WIOA participant is not eligible for unemployment compensation. Neither the worksite nor the WIOA program should contribute any funds to the state's unemployment

insurance fund because the participant is not an employee.

If incentives are paid using WIOA funds, WIOA customers will be paid incentives at not less than the minimum wage described by State or Federal Law. If incentives are paid by the hours associated with WEX it must be documented and validated by the participant and employer signature. The program must have documentation to verify that the participant received the incentive associated with such hours or work validated by the employer. If participant receive the incentive payment in the form of a check, CRWP strongly encourages program to ensure participants are not using check cashing services that utilize predatory lending practices.

- D. Virginia Workforce Connection (System of Record): Once a participant has started work experience WIOA Youth Staff must ensure the activity associated with such work experience training are recorded in the state's system of records. Participant progress on work experience shall be documented as a case note and where appropriate entered or extend into the system of record.
- E. Tracking of Youth Work Experience Funds: Under WIOA youth program staff are required to track and report expenditures to the RWC for both paid and unpaid work experience. Program expenditures to be tracked are to include the youth incentive payments and staffing cost to develop and management work experience. Tracking reports of incentive payments and staff time should be submitted with monthly request for reimbursement.

#### **ATTACHMENTS: REQUIRED GUIDANCE DOCUMENTS**

- Work Experience Agreement

## WIOA YOUTH EMPLOYMENT PROGRAM WORK EXPERIENCE/WORKSITE AGREEMENT

This agreement is established between \_\_\_\_\_ and \_\_\_\_\_.

This purpose of this agreement is to provide Workforce Opportunity and Innovation Act (WIOA) eligible Youth(s) (hereinafter Participant) with an opportunity to participate in a meaningful work experience designed to ensure that the participant(s) develop solid academic, work skills and workplace mentoring in preparation for entry into the region's labor market.

The WIOA Youth Employment Program is planned, structured learning experience that takes place in a workplace for a specified limited period of time. The purpose of the WIOA Youth Employment Program activity is to provide the WIOA eligible youth with opportunities for career exploration, skill development and reinforcement of the work ethic. Work Experiences should help youth acquire the personal attributes, knowledge, and academic and technical skills needed to obtain a job and advance in employment and, to the maximum extent feasible, are consistent with the participant's fullest capabilities.

It is agreed that the work experience provided will be conducted, by a legal entity authorized to conduct business in Virginia, in a safe and sanitary work environment in adherence with the applicable child labor laws; and that there will be adequate full time supervision by a qualified supervisor at the worksite, accountability for the participant's time and attendance; and adherence by all parties to the rules and regulations governing WIOA.

This agreement shall be effective \_\_\_\_\_ through \_\_\_\_\_. The signing of this agreement by the company/organization listed above indicates the acceptance of the terms of the WIOA Youth Employment Program which are:

The Company/Organization agrees to:

1. Place the participant in a work experience for the purpose of providing career exposure for up to six weeks (number of hours per week may vary as scheduled by worksite).
2. Assign a qualified representative to provide close, supportive supervision of the participant at all times.
3. Adhere to all state and federal regulation regarding employment and child labor laws.
4. Not discriminate in employment policies, educational programs, or activities for reasons of race, sex, color, religion, national origin, age, or disability.
5. Provide names and contact information for supervisor(s) and alternate supervisor(s).
6. Provide the WIOA Youth Employment Program with a description of participant(s) proposed training assignment and training worksite reporting schedule.
7. Monitor and approve participants' time at training worksite.
8. Provide the WIOA Youth Employment Program with updates as changes occur in scheduling and training
9. Allow the WIOA Youth Employment Program coordinators/representatives to conduct on-site monitoring visits.

### MAINTENANCE OF EFFORT

1. It is understood and agreed that the participation of youth from the WIOA Youth Employment Program will not result in the displacement of currently employed workers, nor will they be used to



fill current vacancies.

2. It is understood and agreed that each training worksite, operating under this agreement, will not discriminate with respect to any program participant because of race, creed, color, national origin, sex, political affiliation or beliefs. Further, that they will comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, and all other applicable federal, state and local laws and regulations applicable to non-discriminatory practices. Further, it is understood and agreed that participants in the program will not be employed in the construction, operation, or maintenance of any facility used or planned for use for sectarian activities or as a place for religious worship.
3. It is understood that the agency/organization is responsible for providing daily supervision for all enrollees at all times during the training worksite's scheduled hours.

### **PARTICIPANTS' BENEFITS**

Participants will be receiving incentives for their time in the program. The WIOA Youth Program Staff are responsible for payment of incentives. Hours worked maybe up to 30 hours per week.

### **PROGRAM REGULATIONS**

The following guidelines have been established to ensure compliance with Federal, State and local labor laws and must be adhered too based on age categories as stipulated in the laws.

1. Participants must not be employed for the construction, operation or maintenance of any facility used or planned for sectarian activities or as a place for Religious Worship.
2. Training worksites will not be approved for participation if activities require youth to work outside of Virginia.
3. Training worksites must adhere to Federal and Commonwealth of Virginia Child Labor Law requirements.
4. Training worksites shall not charge a fee for any services provided by the WIOA Youth Employment Program.
5. Worksites are responsible for distributing written rules and regulations outlining daily requirements and site expectations to all participants on their first day.
6. Hours approved for payment of participants will not exceed 30 hours per week and may or may not include lunch.
7. All training worksites must report all incidents of misconduct involving WIOA Youth Employment Program participants.
8. Training worksites planning to operate outdoor activities are required to plan a second work activity in event of inclement weather or a heat index which prohibits completion of that activity.
9. Worksites must provide written feedback on progress/performance of participants assigned to their location.

### **Participant Information**

Participant's Name \_\_\_\_\_

Participant Phone # \_\_\_\_\_

Participant Email \_\_\_\_\_

Program Counselor \_\_\_\_\_

Counselor Phone # \_\_\_\_\_

Counselor Email \_\_\_\_\_

Begin Date \_\_\_\_\_

End Date \_\_\_\_\_

**ON SITE SUPERVISOR INFORMATION**

Please provide the names and telephone numbers of the person(s) responsible for the daily supervision of the trainees during program operations.

Primary Supervisor

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: Day \_\_\_\_\_ Cell Number \_\_\_\_\_

Emergency Phone Number (if different) \_\_\_\_\_

Alternate Supervisor

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: Day \_\_\_\_\_ Cell Number \_\_\_\_\_

Emergency Phone Number (if different) \_\_\_\_\_

Job Description

Position Title: \_\_\_\_\_

Scheduled Hours Per Week: \_\_\_\_\_

Projected Begin Date \_\_\_\_\_

Projected End Date \_\_\_\_\_

Duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Equipment/Tools/Machinery to be Used:

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Training Worksite Information

(Complete Sections as Applicable)

Position/Department \_\_\_\_\_

Brief Description

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Position/Department \_\_\_\_\_

Brief Description

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By signing below, the parties approve the scope of work outlined in this WIOA Youth Employment Program Agreement:

Company/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address

WIOA Youth Employment Program Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address

## **CHILD LABOR LAWS RELEVANT TO THE WIOA YOUTH EMPLOYMENT PROGRAM**

### Department of Labor

Youth & Labor (from <http://www.dol.gov/dol/topic/youthlabor>)

Work Hours: Under the Fair Labor Standards Act (FLSA), youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under certain conditions.

Permissible work hours for 14- and 15-year-olds are:

- 3 hours on a school day;
- 18 hours in a school week;
- 8 hours on a non-school day;
- 40 hours in a non-school week; and
- between 7 a.m. and 7 p.m., except from June 1 through Labor Day, when night time work hours are extended to 9 p.m.

How many hours can young workers work?

The Fair Labor Standards Act (FLSA) sets the minimum age for employment in non-agricultural employment at 14 years of age. All 50 states have also enacted child labor laws. Where both the FLSA child labor provisions and state child labor laws apply, the more protective will apply.

How many hours per day or per week can an employee work?

The Fair Labor Standards Act (FLSA) does not limit the number of hours per day or per week that employees aged 16 years and older can be required to work. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions no more than 3 hours on a school day or 18 hours in a school week and 8 hours on a non-school day or 40 hours in a non-school week.

Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment. For more information, visit [www.youthrules.dol.gov](http://www.youthrules.dol.gov).

Virginia Child Labor Laws can be found here: <https://virginiarules.org/varules/topics/teens-and-employment/>.

# **Incentive Awards to WIOA Youth Policy**

## **INCENTIVE AWARDS TO WIOA YOUTH**

### **REFERENCES**

- OMB Circular No. 122 (Cost Principles for Non-Profit Organizations), Attachment B, Item 33
- Workforce Innovation and Opportunity Act (WIOA) Title I
- NPRM Section 681

### **POLICY**

It is the policy of the Alexandria/Arlington Regional Workforce Council to offer reasonable incentives to youth participants to encourage the youth to participate in and complete WIOA Title I Youth activities. The justification and strategy for awarding incentive must be clearly defined in the youth's case file. Incentive awards shall be made in a uniform and consistent way amongst all WIOA Title I Youth participants during a program year and administered in a manner that ensures all participants receive equal rewards for equal achievement.

For the purposes of this policy, the term "incentive" shall mean an inducement or reward intended to motivate achievement, progress, and attendance. The incentive must be directly linked to one of the allowable elements as listed in WIOA Title I Youth and/or to the attainment of specific and measurable program outcome. All incentive awards are subject to the availability of WIOA Title I Youth funds and are these incentives are not an entitlement.

Additionally, for the purposes of this policy, with regards to Work Experience participants will not have an "employer/employee relationship" with their worksite hosts. The participants' relationship will be with their respective American Job Center (AJC). Furthermore, participants will not receive an hourly wage for participating in an AJC-organized work experience project. A participant may receive an incentive award payment after they complete their first two-weeks on the AJC-organized work experience worksite, after they complete their second two-weeks on the worksite, and after they complete their third two-week period on the worksite. Each incentive award will be valued up to \$600 per two-week period, for a total of up to \$1,800 for the full six-week work experience project. A participant is expected to work an average of 30 hours per week over the term of their work experience project. If a participant works less than 30 hours a week, then their bi-weekly incentive award will be reduced by \$10 for each hour under 60 hours that they work during that period.

Finally, Youth incentive award payments are limited to a lifetime amount of \$2,500 per eligible youth and documented in accordance with applicable WIOA regulations. The lifetime amount may be extended to \$4,000 per eligible youth through issuance of a waiver from the Council's Executive Director. There must be extenuating circumstances for the waiver to be issued. All waivers issues must be reported to the Council by the Executive Director.

Achievements, with award limits, that are eligible for an incentive include:

- \$100 for attainment of high school diploma;
- \$50 for completion of GED testing (per test completed/maximum 2 attempts per subject);
- \$600 for monthly participation in occupational skills training (to be paid bi-monthly);
- \$100 for monthly participation an AJC-facilitated work readiness;
- \$100 when the participant creates their cover letter, resume, sample application, and follow-up letter (all four items required for award attainment);
- \$100 per quarterly employment retention goal (to be awarded after quarterly retention is recorded by WIOA staff/limit of four award payments allowed);
- \$100 for attaining a post-secondary credential and/or occupational certificate;
- \$75 for securing unsubsidized employment.

AJC staff shall maintain required documentation in the participant's case file detailing the distribution and management of awards. At a minimum, Center staff shall document the need for the incentive and justify issuance of the incentive in the participant's Individual Employment Plan and in the Virginia Workforce Connection system (VaWC). Center staff will also maintain records verifying the participant received the incentive through an original signature on a receipt form and documentation showing the type of incentive awarded (i.e. copy of a check, copy of a gift card, etc.). It is the responsibility of each staff person to become aware of all applicable regulations and to monitor personnel and participant activities to ensure compliance in accordance with this policy and other cited references.

# **Adult OJT, Work Experience, & Transitional Jobs Policy**



## **ADULT OJT, WORK EXPERIENCE, & TRANSITIONAL JOBS POLICY**

### **REFERENCES:**

- 20 CFR Part 652
- 20 CFR 663.700
- 20 CFR 680.150
- 20 CFR 680.530
- 20 CFR 680.830
- 20 CFR 680.840
- 20 CFR 680.850
- 20 CFR 680.900
- WIOA Section 134(c) (3)(h)
- WIOA Section 134(d) (1-5)

### **DEFINITIONS:**

“On the Job Training” or “OJT” means training by an employer that is provided to a paid employee while engaged in productive work in a job, knowledge or skills training that is essential to the full and adequate performance of the job, and training that provides reimbursement to the employer of up to 50% of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training.

“Work Experience” is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for-profit sector, the non-profit sector, or the public sector.

A “Transitional Job” or “TJ” is part of a portfolio of training services available to job seekers in Alexandria City and Arlington County. TJs seek to connect individuals with chronic unemployment or an inconsistent work history with opportunities to build work place skills and job history. TJ is a paid work experience that:

- Is time limited and subsidized;
- Is in the public, private, or nonprofit sector;
- Is provided to individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- Is combined with comprehensive employment and supportive services; and
- Is designed to help participants establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Labor standards apply in any OJT, Work Experience, or TJ where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

An “individual with a significant barrier-to-employment” is a member of one or more of the following populations:

- ~~Adult and youth~~ ex- offenders;
- Basic skills deficient individuals;
- Homeless individuals;
- Lack of educational and/or occupational skills attainment;
- Living with a disability;
- Long-term unemployed;
- Low-income workers earning wages below self-sufficiency;
- Older workers;
- Poor work history and/or lack of work experience;

- ~~Pregnant and parenting youth;~~
- Public assistance recipients (TANF, SNAP, SSI, Medicaid, etc.);
- ~~Runaway youth;~~
- ~~Youth in, or previously in, foster care.~~

Individuals with “chronic unemployment” or an “inconsistent work history” are those who:

- Have been unemployed for 13 weeks or longer;
- Were unemployed at least 26 of the past 52 weeks; or
- Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

### **PURPOSE:**

The purpose of this policy is to establish guidelines for the arrangement of Adult OJT, Work Experience, and TJ where an individual will be able to learn an employment related skill, gain work experience, and/or qualify for a particular occupation through demonstration and practice.

### **POLICY:**

#### Participant Eligibility

~~WIOA Adult and Dislocated Worker, and Youth~~ participants can be deemed eligible, after assessment, and in accordance with the Individual Employment Plan (IEP), have a substantial need for OJT, Work Experience, or TJ. The participant must be an individual with a barrier to employment and a history of chronic unemployment or an inconsistent work history.

The need for OJT, Work Experience, or TJ can include; an introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes, etc. Supporting documentation proving eligibility is required.

#### Employer Eligibility

- May be a private-for-profit business, private nonprofit organization, or a public-sector employer;
- Must have been in business for at least one year;
- Must have adequate personnel to provide sufficient supervision and training;
- Must provide a minimum of 50% of the employee's wage throughout the training;
- Must provide a job description, benefits, and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work;
- Must not have a history or pattern of failing to provide OJT, Work Experience, or TJ participants with continued employment with wages, benefits, and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work;
- Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location;
- And must not use OJT, Work Experience, or TJ assignments to displace regular employees, or to replace any employee on layoff.

#### General Requirements

- OJT, Work Experience, or TJ must be combined with comprehensive career services and supportive services.
- OJT, Work Experience, or TJ placements should contribute to the occupational development and upward mobility of the participant.

- Per WIOA regulations (20 CFR 683.200(g)), “no individual may be placed in an employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that individual.” For the purpose of this policy, the term “immediate family” includes a spouse, child, son-in-law, daughter in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

#### OJT, Work Experience, or TJ Length

OJT, Work Experience, or TJ must be time limited (no more than 6 months and preferably 8 to 12 weeks) and require at least fifteen (15) but not more than forty (40) hours of work per week.

#### WIOA Funding Levels

All OJT or TJ placements must be paid at least the minimum wage (\$7.25/hr. at the effective date of this policy).

#### Payments to Employers

Payments are deemed to be compensable for the extraordinary costs associated with training participants. This includes additional supervision, training, and the costs associated with the lower productivity of the participants, those extraordinary costs are documented by the employer, and must not be in excess of 50% of the wage rate of the OJT or TJ participant.

Because Work Experience is a pre-vocational service, the relationship between the WIOA participant and the employer that volunteers to provide the site for the work experience or internship activity for the WIOA program does not constitute an employer/employee relationship. WIOA payments to participants in Work Experience are incentives for progress and attendance in an intensive service, not compensation for work performed for an employer. The payments are not considered earned income for tax purposes nor are the payments reportable on a 1099-MISC or W-2.

For OJT and TJ, the relationship is that of employer/employee and payments to the participant are provided by the employer and treated as taxable income. OJT and TJ payments to the employer and Work Experience payments to the participant are to be made from the participant’s Individual Training Account (ITA). Total payment amount cannot exceed LWDA 12’s ITA limit, unless the Workforce Council Executive Director provides an ITA waiver.

#### Process

Participants will market themselves to employers as eligible for OJT or Work Experience, either verbally or with a referral form provided to them. If interested in a potential contract, the employer is to contact the WIOA Program Coordinator at the appropriate ~~One-Stop-Center~~American Job Center.

A review of the employer will ensure that the employer has, or forecasts, sufficient work to provide long-term regular employment for the participant. An on-site visit will ensure that the employer has the necessary equipment, materials and supervision to conduct the training. Consideration will be given to the percentage of subsidized training positions assigned to a particular employer. This ratio shall not exceed 25% of the workforce.

The employer will provide a job description of the occupation as performed in the company and a concise outline of the OJT, Work Experience, or TJ to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the WIOA Program Coordinator will determine the length of the training period and the hourly wage that will be covered by the OJT, Work Experience, or TJ contract.

If the employer is agreeable to the length of training and the covered wage, then the contract will be prepared. This contract must be in place prior to the start of training. When the contract is completed, it will be taken to the employer for his or her signature. Please note, during any engagement with an employer, WIOA staff should present the Work Opportunity Tax Credit opportunity for their consideration.

#### Case Management & Monitoring

The WIOA Case Manager is responsible for ensuring the participant's skill levels will result in the successful completion of the OJT, Work Experience, or TJ activity.

- a. A Training Plan and OJT, Work Experience, or TJ Agreement that articulates the learning that is to take place, the length of the experience and the competencies that must be mastered must be completed and signed prior to the start of the experience.
- b. The Case Manager shall make contact with the participant and their employer/work experience host at a minimum once each month and shall keep in the participant's file progress of the participant's work experience. Concerns and corrective action necessary to accomplish the objectives shall be recorded and appropriate action and follow-up shall be documented.
- c. A minimum of one on-site monitoring visit must be made during the time of active training of a participant at the worksite.
- d. Time and attendance records must be reviewed prior to forwarding requests for incentive payments.

**MOU Between RWC, Arlington County  
Continuum of Care, and The Partnership to  
Prevent and End Homelessness in the City  
of Alexandria**



1401 COMMONWEALTH AVENUE



The Partnership to Prevent and End Homelessness  
101 The City of Alexandria, VA

**Memorandum of Understanding Between  
Alexandria/ Arlington Regional Workforce Council  
And  
Arlington County Continuum of Care (CoC)  
And  
The Partnership to Prevent and End Homelessness in the City of Alexandria**

This Memorandum of Understanding (MOU) establishes a strategic partnership between Alexandria/ Arlington Regional Workforce Council, the Arlington County Continuum of Care, and the Partnership to Prevent and End Homelessness.

**I. MISSION**

The mission of the Alexandria/Arlington Regional Workforce Council is to help drive Alexandria City's and Arlington County's economic growth by implementing an effective and efficient workforce ecosystem that delivers innovative, integrated, data-driven products and services designed and aligned to meet the needs of business and job seekers.

The mission of the Arlington County Continuum of Care is sustaining an integrated, community-based support system which will help households at risk of homelessness keep their housing and assist any household that does become homeless in regaining stable housing.

The mission of the Partnership to Prevent and End Homelessness is to ensure the planning, coordination and implementation of an effective and efficient system-wide response to homelessness within the City of Alexandria; to promote community-wide planning and commitment to the goal of ending homelessness; to secure funding for efforts to prevent homelessness and rapidly rehouse homeless individuals and families; to promote access to and strategic use of mainstream resources; to optimize self-sufficiency among persons experiencing homelessness; and to improve data collection and community performance measurement.

**II. PURPOSE AND SCOPE**

Parties enter this Memorandum of Understanding to partner on prioritized access to employment opportunities or co-enrollment in workforce, training and homeless assistance programs for people experiencing homelessness.

### **III. POPULATION TO BE SERVED**

The population to be served includes any individuals aged 16 or older that are experiencing homelessness and underemployment or unemployment in Arlington County and the City of Alexandria, Virginia.

### **III. RESPONSIBILITIES**

The Alexandria/Arlington Regional Workforce Council, Arlington County Continuum of Care and Partnership to Prevent and End Homelessness in the City of Alexandria operating under this MOU agree to the following:

- A. **Alexandria/Arlington Regional Workforce Council** will continue to support high-barrier individuals experiencing homelessness in Arlington County and the City of Alexandria in obtaining or increasing earned income through employment. **The Arlington County CoC and Partnership to Prevent and End Homelessness in the City of Alexandria**, through its homeless programs, will work with youth and adults in accessing publicly funded talent development programming, increasing or obtaining earned income and providing necessary supports to ensure job retention.
- B. Together, the partners operating under this MOU will work together to:
  - 1. Conduct an initial assessment of the service needs of clients and adjust services as needed.
  - 2. Support in or out of school youth experiencing homelessness in accessing Workforce Innovation and Opportunity Act (WIOA) Title I youth programs.
  - 3. Support adults with a history of chronic unemployment or inconsistent work histories that are experiencing homelessness in accessing On the Job Training (OJT), Work Experience or a Transitional Job (TJ) opportunity.
  - 4. Commit sufficient staff resources to ensure that eligible households receive appropriate connection to employment services at the One Stop Center while co-enrolled in homeless assistance programs.
  - 5. Offer services that include coordination and planning or supports with other agencies and providers.

### **IV. TERMS OF UNDERSTANDING**

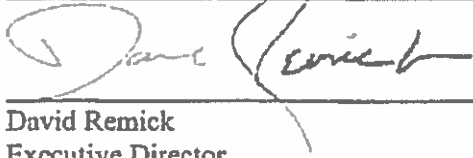
This MOU will be in effect upon signature. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

### **V. AUTHORIZATION**

The signing of this MOU is not a formal understanding. It implies that the signatories will

strive to reach, to the best of their ability, the objectives stated in the MOU. On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

Arlington Alexandria Workforce Council



8/8/19

David Remick  
Executive Director  
Arlington Alexandria Workforce Council

Date

Alexandria Continuum of Care (VA-603)



8-16-2019

Stefan Eline  
Continuum of Care Lead  
Alexandria Continuum of Care

Date

Arlington County Continuum of Care (VA-600)



8/19/19

Mary Frances Kenion  
Continuum of Care Lead

Date

Arlington County Continuum of Care Lead Agency



# Letter to Arlington School Board



ALEXANDRIA / ARLINGTON REGIONAL

## Workforce Council

September 6, 2019

The Honorable Tannia Talento  
Chair  
Arlington School Board  
2110 Washington Blvd.  
Arlington, Virginia 22204

Dear Chair Talento:

This fall, the Arlington School Board will commence its search for Arlington Public Schools' next Superintendent. The Alexandria/Arlington Regional Workforce Council would like to take this opportunity to advocate for the inclusion of basic professionalism skills development throughout the school system's culture and curricula because it represents the skill set that is in greatest demand across all businesses, industries, and occupations in the United States. Basic professionalism skills are transferrable skills that current and future employees use in every job. Embedding basic professionalism skills into the system's culture and curricula will prepare every student for increased post-secondary education opportunities.

Research conducted by Harvard University, the Carnegie Foundation, and Stanford Research Center has concluded that 85% of job success comes from having well-developed professional and people skills, and only 15% of job success comes from technical skills and knowledge (hard skills). LinkedIn found that 57 percent of leaders say basic professional skills are more important than hard skills.

In the Greater Washington region, 40% of the top 50 in-demand skills are basic professionalism skills. A partial list of these skills includes: communication, teamwork, self-motivation, flexibility, leadership, and time management. The Regional Workforce Council would like to take this opportunity to recommend to the Arlington School Board that "Championing the Development of Basic Professionalism Skills" be used as a criterion in the selection process for Arlington Public Schools' next Superintendent.

On behalf of the Regional Workforce Council, thank you for your consideration of this request. Please note, the opinions expressed in this letter are those of the Regional Workforce Council, only. They do not purport to reflect the opinions or views of the Arlington County Board.

Sincerely,

Daniel Gomez  
Chair

CC: The Honorable Monique O'Grady, Arlington School Board Vice Chair  
The Honorable Reid Goldstein, Arlington School Board Member  
The Honorable Barbara Kanninen, Arlington School Board Member  
The Honorable Nancy Van Doren, Arlington School Board Member  
Ms. Cintia Johnson, Arlington Public Schools Interim Superintendent

# **Recertification of WIOA ETPL Providers**

Alexandria/Arlington Regional Workforce Development  
Eligible Training Provider List & Outcomes for

Last update: September 11, 2019

Provider	Program/Certification	Point of Contact	Title	Address	Phone Number
1st CDL Training Center of Northern Virginia	Commercial Driver's License CDL A	Nadeem Ikram	Director	5716 Telegraph Road, Alexandria, VA 22303	703.855.3397
1st CDL Training Center of Northern Virginia	Commercial Driver's License CDL B (Dump Truck)	Nadeem Ikram	Director	5716 Telegraph Road, Alexandria, VA 22303	703.855.3397
1st CDL Training Center of Northern Virginia	Commercial Driver's License CDL B (Passenger Bus)	Nadeem Ikram	Director	5716 Telegraph Road, Alexandria, VA 22303	703.855.3397
Arlington Public Schools - REEP Program	ESOL/ServSafe Food Manager Certification	Paul McCabe	Director	2110 Washington Boulevard, Arlington, VA 22204	703.224.4204
Arlington Public Schools - REEP Program	NorthStar Digital Literacy Course	Paul McCabe	Director	2110 Washington Boulevard, Arlington, VA 22204	703.224.4204
George Mason University, Executive and Professional Education	A+ Certification	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Accounting and Auditing for Government Contracts	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Amazon Web Services (AWS) Certified Solutions Architect	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Cisco Certified Network Associate (CCNA)	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Contract Changes and Equitable Adjustments	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Cost and Price Analysis for Government Contracts	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Ethics and Compliance in Government Contracting	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Government Contracting Fundamentals	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Human Resource Management Certificate	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Microsoft Certified Technology Specialist	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Navigating the FAR: Practical Applications	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Negotiations Strategies and Techniques in Government Contracting	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Network+	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Paralegal Certificate	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Security+	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
George Mason University, Executive and Professional Education	Timekeeping for Government Contractors	Christina Kenney	Project Manager	3351 Fairfax Drive, Suite 448 Arlington, VA 22201	703.993.4849
Global Educational Institute, LLC	Registered Medication Aide Training Program	John Agwaze	President and CEO	901 South Highland Street, Suite 337, Arlington, VA 22204	571.505.0438

Global Educational Institute, LLC	Nursing Assistant Training Program (for CNA Certification)	John Agwaze	President and CEO	901 South Highland Street, Suite 337, Arlington, VA 22204	571.505.0438
Global Educational Institute, LLC	CPR/AED/First Aid	John Agwaze	President and CEO	901 South Highland Street, Suite 337, Arlington, VA 22204	571.505.0438
Global Educational Institute, LLC	Personal Care aide/Home Health Aide	John Agwaze	President and CEO	901 South Highland Street, Suite 337, Arlington, VA 22204	571.505.0438
La Cocina VA	Bilingual Culinary Arts Job Training Program	Patricia Funegra	CEO	1500 N. Glebe Road, Arlington, VA 22207	202.316.5614
Sholla Corporation	CompTIA Security+ Exam Prep	Asmamaw A. Mengis	Chief Executive Officer	8204 Fenton Street Silver Spring, MD 20910	301.588.3893
Together We Bake	Culinary Skills and Personal Development	Stephanie Wright	Co-Founder	3821 Griffith Place Alexandria, VA 22304	703.973.8775
TravelAgent360	Registered Apprenticeship	Andrew Appleton	CEO	2231 Crystal Drive, Suite 1000 Arlington, VA 22202	913-291-9194
VETSGroup	Registered Apprenticeship	Joe Wynn	Director		[202] 365-0482
Wireless Infrastructure Academy	Registered Apprenticeship	Jonathan Adelstein	President & CEO	500 Montgomery Street, Suite 500 Alexandria, VA 22314	703.739.0300



contactus@globalledinsti	89%		100%		Yes	No	NA	Yes
contactus@globalledinsti	100%		100%		Yes	No	NA	Yes
contactus@globalledinsti	100%		100%		Yes	No	NA	Yes
patvune@aconiava.or	83%		100%		Yes	Yes	3/25/2020	Yes
www.shall.com	data not posted on MD ETPL		data not posted on MD ETPL		n/a	No	NA	No
stephanie@getherweh	90%		77%		Yes	Yes	5/4/2020	No
andrew@workready360.c	NA		NA		n/a	No	NA	No
joeyynn@vetsgroup.org	NA		NA		n/a	No	NA	No
www.via.org	NA		NA		n/a	No	NA	No

# Consent Agenda Ends