

AREA 20 YOUTH CCMEP WORK EXPERIENCE POLICY

GOAL OF WORK EXPERIENCE FOR YOUTH: Paid and unpaid work experience is designed to aid participants in a structured environment, learning good work habits with the focus on career exploration and skill development. Work experiences must include academic and occupational education.

DURATION OF SUBSIDIZED AND UNSUBSIDIZED WORK EXPERIENCE: The duration of paid and/or unpaid work experience shall be no longer than six (6) months. A maximum of no more than 40 hours per week shall be assigned for any single work experience.

INCENTIVES: Incentives and funding cap will be determined by each individual county's CCMEP plan within Area 20, which consists of Fairfield County, Hocking County, Pickaway County, Ross County and Vinton County

MONITORING OF WORKSITE: The Youth Provider Coordinator and/or designee(s) will be responsible for monitoring of the worksite or host site entity no less frequent than every fourteen (14) days.

MAINTAINING OF DOCUMENTS: The Youth Provider shall be responsible for maintaining of the following documents in the participant's file and made available upon request by the Lead Agency, and/or any other Monitors, Auditors, or Local Workforce Development Board.

- An objective assessment and ISS indicating a need for work experience;
- Justification for incentive, and description of type of payment method and amount, if applicable
- A copy of the Worksite Agreement between the participant, the worksite or host entity, including any attachments to the agreement, such as a training plan;
- Time sheets, attendance sheets and performance records, as appropriate; and
- Documentation of receipt of incentives and supportive services received by the participant.

Incentives may be reduced or terminated at any time due to budget constraints

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