

WIOA Title I 20% Youth Work Experience Expenditure Requirement

Definition-

- A planned, structured learning experience that takes place in a workplace for a limited period of time
- May be paid or unpaid, as appropriate
- May take place in the private for-profit sector, the non-profit sector, or the public sector
- Must include academic and occupational education
- Provides the youth participant with opportunities for career exploration and skill development

Service Categories-

- Summer employment opportunities that begin and end between May 1 and September 30 (Connecting Colorado [CoCo] service code: **WE or WU** with appropriate start and end dates)
- Pre-apprenticeship programs (CoCo service code: **PA**)
- Internships and job shadowing (CoCo service codes: **WE, WU, OK**)
- On-the-job training (OJT) (CoCo service code: **OJ**)
- OJT that is part of an apprenticeship (CoCo service code: **OJ [OJT] with related AC**)
- Classroom training that is part of an apprenticeship (CoCo service code **OC [classroom training] with related AC [apprenticeship]**)
- **Apprenticeship** (CoCo service code: **AC [apprenticeship]**) **NOTE: Must use AC code for this activity to be counted as an apprenticeship in Connecting Colorado report outputs.**

Minimum Spending Requirement-

- Per WIOA and 20 CFR § 681.590(a), **a minimum of 20 percent of local area program funds for the Title I Youth program must be spent on work experience.**
- Local area administrative costs are not subject to the 20 percent minimum.
- Leveraged resources cannot be used to fulfill any part of the 20 percent minimum.
- The 20% standard is applied to each program year's allocation of youth funds separately, following the completion of their 2-year lifespan.

Allowable Work Experience Expenditures-

- Allowable work experience expenditures include the following:
 - Wages/stipends paid for participation in a work experience;
 - Staff time working to identify and develop a work experience opportunity, including staff time spent working 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;
 - Employer work experience orientation sessions;
 - Classroom training or the required academic education component directly related to the work experience;
 - Incentive payments directly tied to the completion of work experience; and
 - Employability skills/job readiness training to prepare youth for a work experience
- **Supportive services** are a separate program element and **cannot be counted** toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience.