

Transitional Worker/ Paid Work Experience (Adult Internship) Process Flow

1. Career Specialist will work with the potential WIOA customer to determine program eligibility.
2. Once program eligibility is determined, meaning the customer meets WIOA eligibility the Career Specialist will work with the customer to ensure completion of assessments via TABE testing, NCRC, and Career Scope.
3. Career Specialist will work with the WIOA customer to develop an Individual Employment Plan (IEP). The IEP should document the customer's needs to participate in a work based learning experience/ intensive service to support his/ or her successful re-entry into the workforce. Key aspect to outline:
 - a. How the work based learning experience will assist the customer move from training to obtainment of employment.
 - b. Written demonstration showing the customer has an existing skill gap with the opportunity to learn the needed skills driven by direct participation in a work based learning experience. Important for the Career Specialist to include in the client's file Labor Market Information related to the previous occupation the customer last worked or possessed professional work experience documenting the decline in given industry.
 - c. Labor Market Information supporting the **new** occupation the customer will be referred to for his/or her work-based learning experience.
4. Career Specialist will present the customer's file with the IEP to the WIOA Project Director for approval and linkage to a work site.
5. WIOA Project Director will work with the assigned Business Services Manager to secure a work site on behalf of the customer within a 5 day work period.
6. Upon identification of a worksite the Business Services Manager will initiate all the following actions:
 - a. Obtain work based training requirements such as needed drug screening, background check, proper work attire, uniform, and equipment. Information should be documented to add to the customers file.
 - b. Conduct a site visit at to ensure the worksite is clear of conditions that would be deemed as unsanitary, hazardous, or dangerous to the health and well-being of the customer. Determination of the worksite being a safe work environment should be based on review of the last three years of their OSHA 300 log (**Applies to employers with 25 or more employees**), and/or a worksite observation.
 - c. Present written communication confirming the customer will be paid a training stipend via WIOA funding at the rate of pay of \$7.25 per hour (State of Virginia's minimum wage) no more than 360 hours or 9 weeks. Also it's important to provide the employer a copy of the worksite manual, which can be obtain from the backend of the West Piedmont Workforce website.
 - d. Business Service Manager will ensure completion and submission of the Worksite Agreement by the employer with the required signature from the H.R Manager or appropriate company representative within a 48 hour timeframe.
7. Upon receipt of the Worksite Agreement the WIOA Director will provide the document to the Career Specialist for signature and obtainment of the customer's signature. The Career Specialist will provide the customer a copy of the Worksite Agreement along with the Participant's Manual, which also can be obtained from the backend of the West piedmont Workforce website.
8. Adult Case Manager will provide needed supportive services to support the customer's work based training experience one week prior to his or her start date.