⏹ Procedure for providing subsidized work experience /subsidized employment opportunities to eligible participants

**RESOURCES:**

WIA Regulations 20 CFR 664.460

TWC Choices Rules

**SERVICES:**

*Work Experience/Subsidized Employment* (WE/SE) is a planned, structured learning opportunity that takes place in a workplace for a limited period of time. While the employer will benefit from their participation in Subsidized Employment/Subsidized Work Experience, the broad purpose is to provide the participant with opportunities for career exploration and skill development. Subsidized Employment/Subsidized Work Experience work places may be in the private, for-profit sector; the non-profit sector; or public sector.

*Youth Work Experience* is defined as:

* 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, and may take place in the private for-profit sector, the nonprofit sector, or the public sector. Labor standards apply in any work experience in which an employee/employer relationship, as defined by FLSA or applicable state law, exists.

**Appropriate Subsidized Employment/Subsidized Work Experience Participants:**

1. Individuals determined eligible for a program in which SE/SWE is an allowable activity and who can benefit from training as defined by these programs.
2. Individuals who after a complete assessment of their needs are determined appropriate for placement and compatible for the SE/SWE placement.
3. Individuals who can benefit from an opportunity to gain exposure to the working world while acquiring the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

**EXPECTATIONS:**

1. Waco center will create a SE/SWE Action Plan designating staff (Specialized Employment Consultant) to be primarily responsible for each SE/SWE task.
2. Specialized Employment and Business Service Team should use the same successful sales techniques used to promote other services in the center. Staff should specifically introduce the features/benefits of this service. Marketing and recruiting SE/SWE may include, but are not limited to, attending networking events, relationship building, cold calls, presentations, employer job listings, etc. working closely together.
3. Placement in a SE/SWE opportunity should result in the following three critical outcomes:

* meet the goals indicated in the service plan;
* provide the participant an understanding of workplace norms and situations; and
* promote the development of good work habits and basic work skills.

1. Participants may be scheduled to participate in subsidized employment/subsidized work experience for a minimum period of 6 weeks.
2. The length of the subsidized employment/subsidized work experience should be justified by the training plan which should take into consideration the individual’s education, experience, barriers, needs, and O\*Net codes associated with the job duties.
3. Participants are expected to be scheduled for up to 40 hours per week based on program compliance or direction from Management Staff. **A participant may not work more than 40 hours per week.**
4. Part-time Subsidized Work Experience/Subsidized/Employment placements may be scheduled ONLY if it can benefit the customer. For example, Choices customers who are participating in part-time unsubsidized employment and need to gain additional skills to increase their opportunities for full-time work.
5. Extensions MAY be granted on a case-by-case basis. Approval must be obtained in advance by the Program Supervisor or Program Manager based on documented, justified need for additional skill development and subject to available funding. Staff will complete the **Subsidized Employment/Subsidized Work Experience Training Modification Form,** when an employer requests a modification with provided information for modification reason and additional skills to be acquired. The form will be sent to management for review and signature approval. The original is sent to HR and a copy to the Career Specialist to maintain in the file.
6. Subsidized Work Experience and/or Subsidized Employment may only continue if the participant remains eligible for the program he/she is enrolled and funding is available.
7. Unique HR, as the employer of record, will provide worker’s compensation coverage. Due to potential workers’ compensation issues some hazardous occupations may not be approved for Subsidized Work Experience and /or Subsidized Employment. Staff will contact the Program Management with any questions that may arise.

**WORK INSTRUCTIONS:**

**Worksite Development**

1. Employers will be outreached by the Business Service Team and Specialized Employment Consultant to promote the features/benefits of Subsidized Employment/Subsidized Work Experience.
2. Staff should target worksites that will consider hiring the participant at the end of the training period if the Work Site employer’s expectations are met. Staff must also target worksites based on information provided by the Career Specialist, but not limited to:
   1. Customer’s desired occupational goal
   2. Customer’s Service Plan
   3. Customer’s previous work experience
   4. Customer’s barriers including any background issues
3. If the employer is interested in SE/SWE the Business Service Team and Specialized Employment Consultant will discuss the terms and conditions as outlined in the Employer Handbook discussing the responsibilities of each party signing the agreement.
4. If the employer agrees to the terms outlined in the Employer Handbook, the Specialized Employment Consultant will start the process of selecting a SE/SWE candidate(s) for the employer to interview.
5. Specialist Employment Consultant will contact Program Supervisor who will staff caseload of potential candidates with Career Specialist and notify Specialized Employment Consultant of potential candidates.
6. Specialized Employment Consultant will schedule appointment to meet with candidate to discuss their interest and complete mock interview.

1. The Specialized Employment Consultant will contact the employer and the candidate(s) to schedule an interview.
2. The employer will interview the candidate(s) and make a selection. If the employer is not interested in any of the candidates, he/she may request more candidates to interview or the SE/SWE process may cease at this time.
3. Specialized Employment Consultant will inform the employer that he/she must identify a supervisor and an alternate supervisor (if available) to provide and coordinate the subsidized employment/subsidized work experience trainee’s training.
4. Once the employer makes the selection, Specialized Employment Consultant will:
5. Develop a Subsidized Employment/Subsidized Work Experience training outline using the **Subsidized employment/subsidized work experience Training Outline Form,** the employer’s job description and/or O\*Net Code, and candidates skills/experiences, including the dates of the subsidize employment period.
6. In the event the candidate has not had enough time to learn and/or complete the requirements of the Subsidized Employment/Subsidized Work Experience training outline and an extension may be needed, a revised Training Outline Form must be completed with the extension period indicated.
7. Complete the **Subsidized employment/subsidized work experience Placement Authorization Form,** and send to employer (via email scan or hand-delivery) for employer signature and placement information. Once the employer signs, then the updated form is sent to supervisor for review and approval signature. Original given to HR, copy sent Career Specialist for participant’s file.
8. Career Specialist will complete the Subsidized Employment Placement packet, original given to HR, copy for participant’s file, and a program supervisor maintains copy of contract.
9. Once all signatures are obtained and staff has completed a SE/SWE Supervisor Orientation, the candidate may start the subsidized employment/subsidized work experience.
10. The Business Service Unit Team will enter each **Worksite Training Employer Agreement** in WorkInTexas.com under the Employer’s Account:

**Case Management**

* + - 1. The center team will meet to discuss the candidate’s skills, interests, occupations/industry interests, employment history, educational background, etc.
      2. The Specialized Employment Consultant designated staff must assess the suitability for subsidized employment/subsidized work experience and justify referring this candidate.
      3. Career Specialist must provide a written list or inventory of participant’s qualifications in Twist Counselor Notes to justify the appropriateness of the Subsidized Employment/Subsidized Work Experience. Justification should include an assessment of the following questions:
  1. Are the candidate’s interests in line with this SE/SWE opportunity?
  2. Does candidate lack of experience/skills or has long term unemployment resulted in obsolete skills
  3. Is the candidate struggling to obtain employment due to lack of experience.
  4. Does the candidate have transferable skills appropriate for the SE/SWE?
  5. Does the candidate have barriers such as a disability, lack HS/GED, non-English speaking, or background issues?
  6. Is the candidate registered in WorkInTexas.com (WIT) and has the candidate tested the job market and has not been able to obtain/retain employment? ***Note:*** *This may not be applicable for Youth Participants*
  7. Does the SE/SWE support the candidate’s employment goals as stated in the Employment Plan/Family Employment Plan?
  8. Is the participant “job ready”; therefore, barriers that may prevent the participant from successfully participating in SE/SWE should be addressed or resolved including job interviewing skills, transportation, childcare, interview clothing, etc.
     + 1. All SE/SWE Participants must complete an Orientation prior to beginning their worksite placement. Orientations will be conducted by Career Specialist individually or in a group setting. During SE/SWE Orientation, staff will:

1. Review the subsidized Employment/Subsidized Work Experience Time Sheet Instructions Desk Aid,
2. Review and have customer sign the following:
   * 1. **Work Experience Employee Handbook –** Review this handbook with participants to ensure understanding of SE/SWE requirements. The **Receipt of Handbook** is signed upon reviewing the handbook;
3. Ensure the SE/SWE participant accurately completes the Unique HR required paperwork including:
4. **New Hire Form: Youth / Adult Work Experience** (top 3 sections);
5. **Mutual Agreement for the Resolution of Claims** (all 4 sections);
6. **Alcohol and Drug-Free Workplace Policy**
7. **Acknowledgement of Reading All the Following: Alcohol and Drug-Free Workplace Policy**

**Drug-Free Workplace Act of 1988 Statement; Participant Requirements; Definitions; Sanctions and Remedies; Alcohol and Drug Testing Policy**

1. **Harassment Policy;**
2. **Form I-9**, **Employment Eligibility Verification Form** (completes top section including signature and date PLUS provides current documents as required – one from List A OR one from List B and one from list C);
3. **Form W-4** (must complete sections 1 – 7, Employee’s signature and Date);
4. **Direct Deposit and Payroll Card Authorization Form**.
5. **Receipt of Handbook Form**
6. Assigned Career Specialist will enter appropriate SE/SWE Services in TWIST.
7. Career Specialist must verify program eligibility monthly. If the participant is no longer eligible for the program and cannot be enrolled in another funding stream, the SE/SWE must be terminated.

**Timesheet Process**

1. Designated staff will act as point of contact for employer to send and receive the timesheets.

**Weekly Contact**

* + - 1. Assigned Career Specialist will follow up with the SE/SWE participant every week and report progress in TWIST Counselor Notes. Contacts should address the following:

1. Do you feel you are receiving training for the position that you were hired for?
2. Are you satisfied with the quality of training?
3. Do you have any other comments about the training you are receiving under the program?
4. Specialized Employment Consultant will make initial worksite visit with employer within one week after the participant begins the Subsidized Employment work using the Worksite Inspection form and document in TWIST counselor note.

**Monthly Contact**

1. Specialized Employment Consultant will make monthly contact with the employer. The Specialized Employment Consultant must complete the Monthly Worksite Inspection form and forward to Program Supervisor who will maintain form in a binder. The contact must also be reported to the assigned Career Specialist and documented in TWIST Counselor Notes. The following questions should be addressed:
   1. Are you satisfied with the participant’s progress?
   2. Are there any concerns regarding the participant’s level of interest in the work?
   3. Any questions about the training outline that need to be addressed? Do changes need to be made?

## Reporting On-the-Job Injury

1. Injured Work Experience Participant must immediately notify his or her Worksite Supervisor.

2. In the case of a Life Threatening Emergency, the injured participant should be transported to the nearest Hospital Emergency Room for treatment.

3. Worksite Supervisor notifies Unique HR’s Risk Management Department.

1. During normal work hours call (361) 852-6392 or (800) 824-8367
2. After hours and weekends call (361) 877-3357 or (361) 331-0384

4. Worksite Supervisor should also contact Specialized Employment Consultant or Business Service Unit Team. Staff should contact contractor Human Resource Department.

5. Participant completes the “First Report of Injury” (pages 1 and 2) and submits the form to Unique HR’s Risk Management Department.