



Work-Based Learning Placements and Procedures

Department: Office of Economic and Workforce Development

Effective Date: January 1, 2021

Work Experience – Subsidized Employment and Paid Internships

For the purposes of the OEWD Work-Based Learning Pilot Program, work experience through subsidized employment and paid internships are defined as specific components of work-based learning.

Work experience is a career preparation activity in which individuals are at a workplace doing real work for pay. They are held to the same expectations as all employees. The workplace supervisor conducts evaluations based on workplace expectations and performance. These experiences range from regular, paid employment to subsidized employment.

Work experiences are designed to promote exposure of the learner to careers and job and develop workplace competencies. They are structured to promote self-assessment and document learning, have assessment and evaluation based on getting the job done, be developmentally appropriate, provide a formal link to the learner's next step, have the learner engaged in core production as a worker, and comply with federal, state, local regulations for occupation. They are supported by conducting of employee orientation, facilitation of an active learning process, promotion of on-going problem solving, provision of feedback to employee, and support to all parties to insure benefits.

Allowable Work Experiences include:

1. For all OEWD funded Adult workforce programs, providers will be able to place 10% of completing participants in subsidized employment. Subsidized employment opportunities from the HSA JobsNOW! Program will be prioritized, but other subsidized employment opportunities may be allowed at the discretion of your OEWD Program Specialist.
2. For all OEWD funded Young Adult workforce programs, providers will be able to place 15% of completing participants in subsidized employment.

Placement in Work-Based Learning

An allowable youth internship placement will meet the general requirements defined in addition to the specific program area requirements:

TechSF

- Criteria: Minimum of 12 weeks of at least 10 hours per week or 120 hours total
- Eligible Programs: Occupational Skills Training Programs that serve Young Adults
- For all Youth TechSF training providers 10% of your placements can be attained by placing individuals in paid internship opportunities or subsidized employment

- Ceiling: Maximum placements in subsidized employment is 10% of individual provider employment placement annual goal

Young Adult

- Criteria: Minimum of 8 weeks of at least 10 hours per week or 80 hours total
- Eligible Programs: Young Adult Access Points (YAAP) and Reconnecting All Through Multiple Pathways (RAMP) excluding Young Adult Subsidized Employment (YASE), as paid work experience is already embedded in the program model.
- For all Young Adult training providers 15% of your placements can be attained by placing individuals in paid internship opportunities or subsidized employment
- Ceiling: Maximum placements in subsidized employment is 15% of individual provider employment placement annual goal

Eligible Participants of HSA's JobsNOW! Subsidized Placements:

- 18 years or older;
- San Francisco residents;
- Authorized to work in the U.S.;
- Receive HSA benefits (CalWORKs, CalFresh, Medi-Cal, or cash assistance) OR have income below 200% Federal Poverty Level. Unemployment insurance benefits and CARES stimulus payments are excluded from the income calculation.

As required, the provider must verify placement in subsidized employment or internship as a regular employment placement. Acceptable documents include:

- OEWD Form 117 Written Employment & Education Verification Form signed by employer
- Copy of check stub or Email from Employer
- Copy of official letter of employment from employer
- Third-party documentation (see Third-Party Employment Verification)
- Employment Verification Waiver Form (EVWF) for Employment Placements

Work-Based Learning Waiver (WBLW) for Subsidized Employment or Internship Placements

OEWD requires that a participant's work-based learning employment must be verified according to the *Placement in Work-Based Learning* section above. In addition, OEWD, has created and implemented the Work-Based Learning Waiver (WBLW) to be submitted to and approved by at the discretion of the assigned OEWD Program Specialist. Before submitting employment placement for work-based learning positions, the provider must receive approval of a WBLW to accompany regular employment placements verification documents.

How to Use the Work-Based Learning Waiver

All of the required information on the WBLW must be completed, and it should be signed by the designated Program Specialist. Providers must list the length of the work-based learning position to

meet the minimum length requirements. Each program will be allotted a number of allowable waivers, provided by the assigned OEWD Program Specialist. Once the provider depletes the number of allowable waivers there will not be additional work-based learning waivers granted.

Once the WBLW is completed and signed, the provider will email the waiver to the respective Program Specialist. Program Specialist will notify providers if the waiver is approved via email. Providers may then input subsidized employment data into Workforce Central and add the hard copy to the participant case file.

A form may not be approved based on the following:

1. Form is incomplete
2. The provider has used all of their allotted waiver forms
3. Program Specialist has concerns over the usage of the waiver form

Approval will be granted by OEWD Program Specialist on a case by case basis. OEWD may disallow the use of WBLW for placements if this procedure is not followed as intended.

OEWD Data Systems Process

Workforce Central Process

Provider will capture youth internship and/or subsidized employment placements in Workforce Central in the typical procedure to create, submit, and add activities to participant applications. Youth internship and subsidized employment placement information will be captured in pre-exit placement forms. The application will remain active while the individual participates in the internship or subsidized employment program. After the completion of the work experience, a secondary placement be captured in an exit form as a part of exiting the participant application from Workforce Central.