

TANF Policy 11 – Contractor Documentation for Work Experience and Other Approved Unpaid Work

Work Experience – The purpose of work experience is to improve the employability of those who cannot find unsubsidized employment. This activity is supervised by an employer, work site sponsor, or other responsible party on an ongoing basis no less frequently than daily. Work Experience placements can occur at any Private, Public or Non-Profit Employer.

1. Work Experience sites will be developed by the job developer or other designated contractor staff only.
2. Work Experience is a mandatory activity for individuals that do not find unsubsidized employment during their initial four (4) week period of Job Search Work Readiness. An exception exists for individuals active in Vocational Education and for individuals under 20 that are attending High School.
3. Work experience assignments will not exceed more than twenty six (26) weeks. A week is the period Monday – Sunday with a work experience hour of participation in it).
4. No extensions of work experience assignments will be permitted. Work Experiences beyond the initial placement will be with unsubsidized employers and will not be in the public or non-profit sector unless waived by DET upon a contractor request for cause.
5. Weeks that individuals spend in work experience beyond an initial four (4) week period may not be used as credit for incentives and no incentive can be granted to an individual while they are in work experience.
6. In order for a work experience to be determined acceptable, the contractor will develop an agreement with the work experience provider. The agreement (work experience agreement format is attached) must include the following expectations of the work experience provider:
 - The need for the work experience provider to provide written verification of attendance. Attendance information must include: the start and end dates of the activity; the weekly scheduled and actual hours; and the skills the participant will acquire.
 - The need for the work experience provider to provide weekly comments on participant performance (Time Sheet).
 - The need for the work experience provider to contact the E&T contractor immediately if the individual does not perform satisfactorily and/or fails to arrive at the work site at the agreed upon time.
 - Provide a description of the job duties, and the skills that will be obtained as a result of the work experience (Work Experience Agreement).
7. All participants will participate for the number of hours required based on their individual situation. The number of FLSA hours established by DSS limits the number of hours that a participant can spend in Work Experience but has no impact on the number of required participation hours. When FLSA hours are less than the required hours of participation, clients must complete the exact the number of FLSA hours. This has no impact on the requirement that individuals in work experience must complete a minimum of 3 hours of JSJR each week.
8. Participants in Work Experience will be required to meet with job development staff on a weekly basis for at least 3 hours of Job Search Job Readiness (JSJR). For clients whose FLSA hours are less than the required hours of participation, the difference in FLSA hours and required hours of

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participation are the required weekly hours of JSJR or 3 hours of Job Search Job Readiness, whichever is greater. If the client demonstrates that he/she is work ready, the job developer will provide the individual with an actual referral to a job. Hours in job search will be documented using the time sheet found in TANF Policy 3.

9. Required job search hours may be completed at a partner agency. A work experience site will never be a partner agency. A partner agency is an agency that provides employment and training services as a primary service that the vendor uses to assist them with providing employment and training services..(e.g An America’s Job Center or a Delaware Library)

If the client is found not to be work ready, then their additional hours up to their required hours of participation will be completed by working one on one with job development staff on job readiness skills.

Examples:

- Required Hours – 20
- FLSA Hours -19
- Job Search/Work Readiness - 3

Client will complete 19 hours of work experience and 3 hour of JS/JR to equal 22 hours.

Data entry would be:

| | DOL* | DCIS |
|-----------------|------|------|
| Work Experience | 19 | 19 |
| JSJR* | 3 | 3 |
| Other | 8 | 0 |
| Total | 30 | 22 |

- Required Hours – 20
- FLSA Hours -8
- Job Search/Work Readiness - 12

Client will complete at least 8 hours of work experience and 12 hours of JS/JR (difference between FLSA and required hours). 3 hours of JS/JR must be directed. Data entry would be:

| | DOL* | DCIS |
|-----------------|------|------|
| Work Experience | 8 | 8 |
| JSJR* | 12 | 12 |
| Other | 10 | 0 |
| Total | 30 | 20 |

- Required Hours – 20
- FLSA Hours -22
- Job Search/Work Readiness - 3

Client will complete at least 20 hours of work experience and at least 3 hours of JS/JR to equal 23 hours. Data entry would be:

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| | DOL* | DCIS |
|-----------------|------|------|
| Work Experience | 20 | 20 |
| JSJR* | 3 | 3 |
| Other | 7 | 0 |
| Total | 30 | 23 |

*JSJR hours cannot count for participation in any 5th consecutive week. All JSJR hours in the 5th consecutive week will be captured in DOL in “Other” for payment purposes. Please see TANF Policy 17 for further data entry guidance.

10. Contractors will also be responsible for:

- Executing the work experience agreement prior to the start of the individuals work experience.
- Monitoring the work experience site at least once every two (2) weeks (Monitoring format is attached) This form will be filled out by the contractor prior to each site visit. At no time should the contractor request that the work site complete the form or ask the site to sign a blank form.
- Obtaining the signatures of the work experience provider and client on a bi-weekly basis.
- Only continuing a participant in a site where learning is taking place

11. Job Search job Readiness hours will be documented consistent with TANF Policy 03

Definition of Referral to Job – A referral to a job is when:

- **job developer has an available position**
- **job developer contacts employer to let them know that they have a possible candidate**
- **application is completed and a copy is in the client’s folder**

Please Note: A participant engaged in a work experience activity is subject to the Fair Labor Standards Act (FLSA). The participant cannot be required to participate in this activity for more hours than the number reflected in the DCIS II E&T subsystem.

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TANF Policy 11 – Attachment I – Work Experience Agreement

Work Experience Agreement

Client Name: _____

Work Experience Provider

Name: _____

Telephone Number: _____

Address: _____

E-mail address: _____

Address: _____

Fax Number: _____

City: _____

State: _____

Maximum Hours Allowed In Work Experience Activity: _____

Work Experience Placement Type:

Private for Profit () Non-Profit Organization () Public Agency ()

The Work Experience Provider agrees to the following:

- Provide a fully completed time sheet weekly including information on participant performance.
- Contact the E&T contractor immediately if the individual does not perform satisfactorily and/or fails to arrive at the work site at the agreed upon time.

Planned Work Experience Period: Start Date _____ End Date _____

| Day | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------------|--------|---------|-----------|----------|--------|----------|--------|
| Work Hours | | | | | | | |

Position: _____

Job Duties/Skills to be Acquired:

Signatures:

Work Experience Provider

Date

Contractor

Date

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TANF Policy 11 – Attachment II – Weekly Work Experience Time Sheet

Weekly Work Experience Time Sheet

Work Experience Provider: _____

Client Name: _____

Week of: (Start/End) _____

| Date | Start | End | Lunch/Break Reduction | Total Work Hours |
|----------------------------|-------|-----|-----------------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| <u>Total Hours:</u> | | | | |

Comments on Client Performance:

I hereby certify that this time record accurately represents the number of hours worked by the above named Work Experience Client

Client Signature

Date

Work Experience Supervisor Signature

Date

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Work Experience Bi-Weekly Monitoring Report Sheet

Client Name: _____ Dates Worked: _____
(Two Week Period)

Work Experience Provider

Name: _____ Telephone Number: _____

Address: _____ E-mail address: _____

Address: _____ Client Supervisor: _____

City: _____

1. Number of hour's client is scheduled to work each week per work experience agreement: _____
2. Client worked _____ hours during the week of _____
3. If the client did not arrive and leave as scheduled, describe the action taken:: _____

-
4. Provide a brief description of tasks performed by the client during the week Identified in item 2:

-
-
5. Is the client fully functioning in their position? (Yes / No) If not, what steps are being taken to improve the client's performance:

-
-
6. Based on the clients performance, are more complex task being assigned to the client, if yes please provide a brief description on the new task that clients have been assigned:

Signatures:

Work Experience Supervisor/Designee _____ Date _____
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Contractor

Date

Additional comments may be attached via a second sheet