



JUNE 7, 2023

TO: All Western Piedmont Workforce Development Area Title I Service Providers

SUBJECT: Work Experience Policy

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

CONTACT: Workforce Development Program **Manager**

A handwritten signature in black ink, appearing to read 'CHamber'.

[Charity Patterson Hamber \(Jun 6, 2023 18:33 EDT\)](#)

Charity Patterson Hamber
Workforce Development Director

WORK EXPERIENCE POLICY

PURPOSE: This policy provides instruction on the use, documentation and tracking of Workforce Innovation and Opportunity Act Title I (herein referred to as WIOA) funds in the provision of work experience opportunities for Adult, Dislocated Worker, and Youth participants. *To rescind Western Piedmont Workforce Development Area Work Experience Policy dated May 23, 2023.*

BACKGROUND: WIOA defines a work experience (WEX) as a planned, structured learning experience that takes place in a workplace for a limited period of time. A WEX may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any WEX where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable state law exists.

WIOA Adult/Dislocated Worker participants may participate in a WEX if determined to be appropriate in order for the participant to obtain or retain employment and must be linked to their career goal based upon the participant's interest and aptitude.

WIOA states that every youth program (herein referred to as NextGen) must provide fourteen essential elements in their program, one of which is the paid WEX. A WEX provides the NextGen participant with opportunities for career exploration and skill development. Each WEX must include academic and occupational education. The educational component may occur concurrently or sequentially with the WEX. The type of WEX include the following categories:

Summer employment opportunities and other employment opportunities available throughout the school year.

- Pre-apprenticeship programs.
- WEXs and job shadowing; and
- On-the-Job Training Opportunities (requires co-enrollment with the WIOA Adult program).

PROCEDURES: WIOA Service Providers are to follow the WIOA WEX Guidelines outlined in this policy.

All paperwork related to the WEX should be uploaded into the participants file in ncworks.gov, including the Western Piedmont Workforce Development Board Work Experience Worksite Agreement (Attachment A) herein referred to as WEX Worksite Agreement (Attachment A), Western Piedmont Workforce Development Board Work Experience Progress Evaluation (Attachment B) herein referred to as WEX Progress Evaluation (Attachment B), and Western Piedmont Workforce Development Board WEX Time Sheet (Attachment C) herein referred to as WEX Time Sheet (Attachment C). These attachments must have

original signatures by the participant, employer & NextGen Business Services Representative (BSR). Electronically generated signatures will not be accepted, unless there is widespread reason that participants are not allowed to enter an NCWorks Career Center or meet in person. BSR/Career Advisor shall complete the Western Piedmont Workforce Development Board Work Experience Program Information form (Attachment D) herein referred to as WEX Program Information form (Attachment D) and submit to the WPWDA Program Coordinator in order for the WEX program to be set up in ncworks.gov. If the worksite business is not listed in ncworks.gov as a provider, the BSR/Career Advisor shall complete the Western Piedmont Workforce Development Board NCWorks New Provider Request (Attachment E) herein referred to as NCWorks New Provider Request (Attachment E) and submit to the WPWDA Program Coordinator to set up.

Any eligible WIOA Adult, Dislocated Worker or NextGen participant may qualify for a WEX pending available funding and determination that the activity aligns with the individual's plan of service based on their individual assessment results demonstrating that the activity is needed. Participants who have little or no work history or are interested in exploring and gaining exposure to new/different skills are good candidates for a WEX.

Work Experience Guidelines

WEX Assessment and Training Plan

Work Experiences may be assigned to a participant as determined appropriate by the Career Advisor. The participant's need for a WEX is determined through the objective assessment, review of work history or lack thereof, and through development of their Individual Employment Plan/**Individual Service Strategy** (IEP/ISS). If a need for a WEX exists on the path to unsubsidized employment, then one will be sought.

A WEX will be related to the participant's career interest as detailed on the participant's IEP/ISS and results of completed assessments in nworks.gov. If the participant has no work experience, then an appropriate WEX will be offered. A WEX will be offered in combination with academic skills training, employability skills training and/or occupational skills training. If occupational skills training is completed, a WEX placement should be training related.

The training outline and detailed job description will be developed for each WEX to guide the employer/supervisor, the participant, and the Career Advisor. The training outline and detailed job description will be on the WEX Worksite Agreement (Attachment A).

The WEX Worksite Agreement (Attachment A) can be up to 400 hours in length at an appropriate worksite. Approval is required by the WPWDA Program Manager for hours in excess of 400 or for multiple WEX placements. Participants may be assigned to an appropriate worksite for up to 40 hours per week. (NOTE: Participants who work 30 hours or more per week are subject to the provisions of the Affordable Care Act).

Participants assigned to a WEX will be evaluated at the mid-point and at the end of the WEX to document progress (see WEX Progress Evaluation (Attachment B)). Wage increases are possible with an appropriate evaluation and a recommendation of the employer.

Participants may be transitioned into unsubsidized employment after their WEX. The Career Advisor will monitor the WEX and will be ready to assist as needed to make it a positive experience for the participant and the employer.

If a WEX does not work out due to reasons outside of the participant's control, a new WEX may be assigned.

NextGen WEX Opportunities

Recognized best practices for engaging youth in a WEX:

1. NextGen Career Advisor prepares youth for a WEX through training and guidance in soft skills. NextGen programs engage young adults in training or class activities that develop these soft skills. This may include learning about professional work culture, working in teams, interpersonal skills, and communication.
2. NextGen Career Advisor ensures that youth have appropriate technical skills or hard skills needed for specific career pathways or work settings. Youth will learn skills specific to an occupational sector.

3. NextGen BSR devotes significant time to developing and maintaining relationships with employers. The NextGen BSR may handle all aspects of employer relations, from making an initial inquiry about partnering to establishing a WEX Worksite Agreement (Attachment A) with employers, to responding to any employer concern during the WEX.
4. NextGen BSR and Career Advisor clearly communicate what is expected of employers, youth, and families before the start of a WEX to include mentoring the youth and providing feedback to the BSR. Some programs like Working Smart, address the importance of work in life, how the program helps youth make a successful transition to work, what employers expect of workers, and how to appropriately interact with employers.
5. NextGen BSR and Career Advisor carefully match youth to WEX opportunities based on individual interests and skills. Making the right match increases the success of the WEX by ensuring that youth feel motivated from the start to participate fully.
6. NextGen BSR and Career Advisor(s) provides on-going support to youth and employers throughout the WEX. To ensure a WEX is successful for everyone involved, NextGen staff maintain communication with both the youth and employers from the first, to the last day of the WEX.

Youth WEX – 20 Percent Spending Requirement

Service providers must expend not less than 20 percent of the youth funds allocated to them to provide in-school and out-of-school youth with paid and/or unpaid WEX.

Service providers must track program youth funds spent on paid and unpaid WEXs, including wages and staff costs for the development and management of WEXs, and report such expenditures as part of their WIOA Youth financial reporting. TEGL No. 8-15 provides further discussion of allowable expenditures that may be counted toward the WEX expenditure requirement and articulates the program expenditures on the WEX program element can be more than just wages paid to youth a WEX. Allowable WEX expenditures include the following:

- Staff time working to identify and develop a WEX opportunity, including staff time spent working with employers to identify and develop a WEX;
- Staff time working with employers to ensure a successful WEX including staff time spent managing the WEX;
- Staff time spent evaluating the WEX;
- Participant WEX orientation sessions;
- Employer WEX orientation sessions;
- Classroom training or the required academic education component directly related to the WEX;
- Incentive payments directly tied to the completion of WEX; and
- Employability skills/job readiness training to prepare youth for a WEX.

The percentage of youth funds spent on a WEX is calculated based on the youth funds expended for the WEX, rather than calculated separately for in-school and out-of-school. The 20 percent spending requirement is calculated after administrative costs have been subtracted from the total amount of youth funds.

Adult/Dislocated Worker WEX

Adults and Dislocated Workers may participate in planned, structured learning experiences that are linked to careers and take place in a workplace for a limited amount of time not to exceed 400 hours. The NCWorks staff should consider the length of time necessary to learn the skills identified in the job description/training outline when determining the length of the WEX. Work activities may take place in the public or private for-profit and non-profit sectors. Participants in a WEX should not have had prior work activity in the field/area being assigned and a WEX should be directly linked to their career goal. The WEX must be detailed in the Individual Employment Plan (IEP). Participants may be assigned to a worksite for up to 40 hours per week. (NOTE: Participants who work 30 hours or more per week are subject to the provisions of the Affordable Care Act).

Wages and Stipends

Individuals participating in a WEX opportunity must be compensated at the same rates, including periodic increases, as trainees, or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. The rates may not be lower than the higher of the federal or state minimum wage. WEX payments are based on the availability of funds.

A flat rate wage applied to all individuals participating in a paid a WEX opportunity (e.g., \$8.00 per hour for all participants) would not be allowed if there are trainees or employees who are similarly situated in similar occupations with the same employer who receive wages that differ from the flat rate wage.

Wage requirements under the Fair Labor Standards Act (FLSA) apply to all participants employed under WIOA. The FLSA applies to the extent that the activities performed in a WEX constitute employment.

Choosing a Worksite

Matching a participant with the appropriate worksite is critical to a successful WEX job assignment. Worksite supervisors need to have a clear understanding of the objectives of the WEX job assignment and realistic expectations of the work products and productivity that a participant may demonstrate. The participant must have adequate supervision, as any other entry-level employee. The worksite must be willing to allow Workforce Development Board staff, the North Carolina Division of Workforce Solutions and/or US Department of Labor to perform onsite monitoring to ensure compliance with the worksite agreement, as well as, to monitor the progress of the participant.

The BSR should use discernment when choosing worksites. When choosing employers, analyze the “value-added” contributions an employer is willing to make to the experience for the participant. Examples of such contributions are structured development/refinement of work readiness skills, provision of on-site educational services, and exposure to enhanced skill training and mentoring.

The Division of Workforce Solutions strongly discourages the practice of placing participants in workforce training located at the board office, NCWorks Career Center(s), or administrative entity due to the potential of conflicts of interest. Placement at these locations should only be allowed where there is specific documentation in the participant’s file that the particular WEX

meets the participant's career goals and skill needs *and* there is no other placement opportunity available.

A worksite shall be deemed as appropriate if they agree:

- To provide a safe work environment.
- To provide enough meaningful WEX to keep participants fully occupied during work hours.
- To provide adequate supervision of the participant by qualified supervisors.
- That all activities will be in compliance with current Fair Labor Standards.
- To provide orientation that includes the organization's policies, specific job tasks and safety regulations.
- To consult appropriate staff regarding any difficulties arising at the worksite.
- To complete the WEX Progress Evaluation (Attachment B) at the mid-point and final of the WEX.
- That all rules and regulations governing WIOA will be upheld.

Skills Analysis

An individualized work experience skills analysis must be performed to determine the acquisition of skills the participant does not already possess. Skills the participant may have acquired from previous work or life experiences are potentially transferrable and can be used in every occupation, regardless of the type of work. Transferrable skills are unlike job-related skills, which tend to be used only in one type of work.

This analysis will contain occupationally specific skills the employer requires for competency in the WEX occupation. An analysis of the trainee's prior work history, transferrable work skills, and the job skills gained must be compared to the job skills/job description the employer requires in the WEX occupation. The resulting gap in skills will be the basis for the development of the WEX.

WEX Participant/Worksite Agreement

The WEX Worksite Agreement (Attachment A) is between the WPWDB Program and the employer that articulates the learning that is to take place, the length of the WEX and the academic and/or occupational competencies to be obtained. The WEX Worksite Agreement (Attachment A) must be completed and signed prior to the start of the WEX.

The purpose of the WEX Worksite Agreement (Attachment A) is to establish a formal training relationship with a worksite, to specify the responsibilities of each party to the agreements, and to provide a successful, enriching WEX for the participant. The signed original of the WEX Worksite Agreement (Attachment A) should be on file at the worksite and the BSR/Career Advisor should maintain all WEX documents and case notes in ncworks.gov.

The WEX Worksite Agreement (Attachment A) requirements:

1. WEX Worksite Agreement (Attachment A) requires that the wages paid to participants be at least the prevailing entry wage for any specific occupation in the community.

2. The employer must comply with requirements of the Civil Rights Act with respect to equal opportunity in employment for the WEX position, as well as comply with all federal, state, and local laws.
3. The service provider must have Worker's Compensation Insurance coverage and make federal and state tax withholdings as required by law, as applicable. In addition, the individual trainee payroll tax records must be maintained and available for review for a minimum period of 5 years after the end of the training period. (North Carolina Workers' Compensation Act requires all businesses that employ three or more employees, including those operating as corporations, sole proprietorships, limited liability companies and partnerships, obtain Workers' Compensation Insurance or qualify as a self-insured employer).
4. Conditions of employment and training will be in full accordance with all applicable federal, state, and local laws (including but not limited to health and safety laws) and be appropriate and reasonable with regards to the type of work undertaken and the proficiency of the participant. Worksites should provide general liability coverage.
5. The employer must certify that the participant will not displace any regular employee of the employer and that no person was displaced as a result of the relocation of the current business within the previous 120 days of signing the WEX Worksite Agreement (Attachment A).
6. The WEX employer will agree to adhere to WPWDA grievance process if a complaint arises in connection with The WEX participant and/or the training.
7. WEX participants will not be employed to carry out the construction, operation, or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship or be required to participate in religious activities.
8. Participants may not enter a WEX position if a member of his/her family is engaged in an administrative capacity with the WEX employer, including a person with selection, hiring, placement, or supervision responsibilities for the WEX trainee.
9. The service provider must certify that neither the WEX employer nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation by any federal department or agency.
10. A participant may not be trained under a WEX Worksite Agreement (Attachment A) at a particular employer if:
 - a. Any other individual is on layoff from the same or substantially equivalent job;
 - b. The employer has terminated the employment of any regular, unsubsidized employee, or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIOA participant; or
 - c. The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employer workers.

11. In the event the WEX hours exceed the “terminate no later than date” on the WEX Worksite Agreement (Attachment A), Staff must complete the modification section, sign, and date along with the worksite supervisor and participant sign and date. NextGen staff will need to notify the WPWDA Program Coordinator by email of the modified end date so the WEX agreement can be updated in the provider section of ncworks.gov.

A job description or training outline will be agreed upon by the worksite employer/supervisor, participant, and NCWorks or NextGen staff. It should include:

- A list of duties and responsibilities.
- Wage to be paid for WEX.
- The days and hours to be worked (participants who work 30 hours or more per week are subject to the provisions of the Affordable Care Act).

The participant should agree to:

1. Report on time and dressed appropriately as instructed by the supervisor.
2. Should the need arise for time off, the participant should follow the company policy.
3. When a participant is sick or going to arrive late to work, the participant will call a supervisor as soon as they know they will not be in or be late.
4. Participant will take direction from their supervisor and complete all tasks in a timely manner.
5. Participant will be a team player, demonstrating respect for his/her fellow workers.
6. Participant will ask questions or seek advice from a supervisor should questions occur on the job.
7. Participant will follow company policy regarding smoking, breaks and use of cell phone and electronic devices.
8. Participant will complete all paperwork legibly, accurately, and submit timesheets in a timely manner as required.
9. Participants should contact the staff at any time regarding questions or concerns related to the WEX.

Western Piedmont Workforce Development Board Work Experience Worksite Agreement

This agreement is between the Western Piedmont Workforce Development Board Title I Service Provider (**herein referred to as Service Provider**) and the Worksite Business to provide training services to _____ . This Work Experience (WEX) is funded under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Under this agreement, WIOA participants are provided a WEX, which is meaningful to both the participant and the worksite business. Where possible, the WEX will be consistent with each participant's capabilities and interests. WEX should aid in the development of skills and work habits which will assist the participant in obtaining unsubsidized employment in the future.

This agreement provides the following assurances:

1. There will be enough meaningful WEX activities/tasks to keep the participant fully occupied during work hours.
2. Work will be conducted in a safe and sanitary working environment.
3. There will be adequate full-time supervision of the participant by a qualified supervisor.
4. The Service Provider will obtain Worker's Compensation Insurance to cover all WIOA participants engaged in a WEX at a worksite.
5. The participating worksite will notify the staff if difficulties arise which the worksite supervisor and participant are unable to resolve. Staff will attempt to find a mutually satisfactory solution. The staff and/or worksite supervisor may recommend termination or transfer of the participant if the situation or problem is not resolved.
6. There will be adequate accountability for participant time and attendance.
7. There will be sufficient equipment and/or materials provided to carry out assignments.
8. This agreement will be maintained at the worksite and available for review by federal, state, and Western Piedmont Workforce Development Board representatives.
9. All rules and regulations governing WIOA will be upheld.
10. Worksite supervisors will adhere to existing state and federal labor standards.
11. The participating worksite has not relocated this establishment and commenced operations in the past 120 days, where the relocation resulted in the loss of employment at the original location.
12. No WIOA participant shall be employed or job opening filled when any other individual is on layoff from the same or any substantially equivalent job or when the worksite has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act.
13. Equal Employment Opportunity and Nondiscrimination: The worksite assures that no person on the grounds of race, creed, color, disability, national origin, sex, age, political affiliation, or beliefs will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under WIOA.
14. Service Provider will maintain payroll responsibility.
15. Individuals participating in a WEX opportunity must be compensated at the same rates, including periodic increases, as trainees, or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. The rates may not be lower than the higher of the federal or state minimum wage.

16. Time sheets for WEX participants are to be submitted (emailed or faxed) to staff on the last day worked for the week.

Detailed Job Description (copy of job description may be attached to the agreement):

Training Outline/Specific tasks to be learned:

Supervision: Worksite supervisors will be responsible for day to day supervision of the participant. Staff will be responsible for verifying the participant and worksite progress and satisfaction. Staff will make regular visits to the worksite to assure progress. These visits may be made as often as necessary as needs arise by either the worksite business or the participant. The worksite supervisor agrees to contact staff for any participant issues, enabling the staff to intercede on behalf of all parties.

Participant Work Goals:

1. Report to work on time, dressed appropriately as directed by work supervisor.
2. Should the need arise for time off; the participant should follow the company policy.
3. When participant is sick or going to arrive late to work, participant will call the supervisor as soon as they know that they will not be in or be late.
4. Participant will take direction from their supervisor and complete all tasks as assigned in a timely manner.
5. Participant will be a team player, demonstrating respect for his/her fellow workers.
6. Participant will ask questions or seek advice from a supervisor if questions occur on the job.

- 7. Participant will follow company policy regarding smoking, breaks and use of cell phones and electronic devices.
- 8. Participant will complete all paperwork legibly, accurately and will submit timesheets in a timely manner as required by staff.
- 9. Participant should contact staff at any time regarding questions or concerns relating to the WEX.

This worksite agreement has been read and discussed by the worksite supervisor, participant and the staff. All parties agree to adhere to the North Carolina Labor Laws, including Child Labor Statutes, if applicable. All worksites must comply with Federal Equal Opportunity regulations.

WEX payments are based on availability of WIOA funds.

TERM: This agreement will take effect on _____ and terminate upon the individual reaching 400 hours.

Hourly Starting Wage: _____ Maximum Training Hours: _____

Worksite Supervisor Contact Phone Number Date

Participant Contact Phone Number Date

NCWorks BSR Contact Phone Number Date

Worksite Organization and Address: _____
Company Name

Worksite Representative

Address

City, State

Western Piedmont Workforce Development Board Work Experience Worksite Agreement Modification

Work Experience (WEX) Agreements may require changes for which a modification is necessary. Reasons for a modification include but are not limited to:

- Extend the end date of WEX due to illness, equipment failures at the place of business or other circumstances approved by the Program **Manager**.
- To correct changes in the description of the job duties.
- Cancellation.
- Participant dropped out of activity.

The Worksite and the NCWorks **BSR** staff agree this WEX Worksite Agreement shall be modified as stated:

Except as hereby modified, all other terms and conditions of this WEX remain unchanged and in full force and effect. The effective date of this modification is _____.

The Worksite & NCWorks **BSR** staff mutually agree to abide by the terms and conditions stated and do hereby execute this modification in keeping with our respective authority.

Worksite Supervisor	Contact Phone Number	Date
Participant	Contact Phone Number	Date
NCWorks BSR Staff	Contact Phone Number	Date

Western Piedmont Workforce Development Board Work Experience Progress Evaluation

Participant: _____

Job: _____

Worksite: _____

Please check if any of the following negative characteristics apply:

Demonstrates inappropriate behavior for work environment _____

Does not display respect for supervisor, co-workers, or property _____

Requests excessive time off from work or has excessive absences _____

Directions: Please grade the employee in each area and comment. Review the Progress Evaluation with the employee. Submit progress evaluation to NCWorks/BSR staff at the mid-point and at the end of the Work Experience. Please check evaluation submitted:

Mid-Point _____ Final _____

Grade Scale

(E) Exceeds Expectations (S) Satisfactory (N) Needs Improvement (NA) Not Applicable

_____ Reports to work daily

_____ Maintains positive attitude

_____ Is on time for work

_____ Maintains interest and enthusiasm

_____ Calls in if late or absent

_____ Demonstrates honesty and integrity

_____ Completes assignments in a timely manner

_____ Reports to work neat and clean

_____ Accepts responsibility for assigned duties

_____ Dresses appropriately

_____ Uses good time management techniques

_____ Accepts constructive criticism

_____ Cooperates with co-workers

_____ Follows worksite rules

_____ Keeps breaks/meals to allotted time

_____ Leaves work when scheduled

Comments/Observations (strengths, weaknesses, improvements, etc.):

Participant Signature

Date

Supervisor Signature

Date

Western Piedmont Workforce Development Board Work Experience Time Sheet

Name: _____

WEX Week: _____

Worksite: _____

Career Advisor: _____

Pay Period: From: _____ To: _____

	Date	Start Time	Less Lunch Break	End Time	Daily Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total Hours for the Week:					

Timesheet should be completed in **INK not PENCIL**. Timesheet with **WHITE-OUT** will not be accepted.

Note: Participant will not be paid for time not engaged in work duties including absences, lunch breaks, vacation or holidays. Participants who work 30 hours or more per week are subject to the provisions of the Affordable Care Act. Work Experience payments are based on availability of WIOA funds.

Time sheets for WEX participants are to be submitted (emailed or faxed) to NCWorks/BSR staff on the last day worked for the week.

I certify the above entries are an accurate representation of the participant's time worked in this pay period.

Worksite Supervisor Signature_____
Date_____
Participant's Signature_____
Date

I have reviewed this time sheet and certify the hours worked appear reasonable and the entries have been computed correctly.

BSR/Staff Signature_____
Date

Western Piedmont Workforce Development Board Work Experience Program Information

Participant Name: _____

NCWorks State Id: _____

In School Youth _____ Out of School Youth _____

Adult _____ Dislocated Worker _____

Worksite: _____

Job Title: _____

O*NET Code: _____

Start Date: _____

End Date: _____

Total Work Hours: _____

Contract Signature Date: _____

Supervisor: _____

Supervisor's Phone Number: _____

Hours per week: _____

Hourly Wage: _____

Designated Pay Period: _____

Internship Career Advisor _____

Return to Elizabeth Hilliard at elizabeth.hilliard@wpcog.org

Western Piedmont Workforce Development Board
NCWorks New Provider Request

Provider Name

Company Name: _____

Federal Tax ID: _____

Physical Address: _____

Mailing Address: _____

Contact Information

Contact Person: _____

Job Title: _____

Primary Phone: _____

Email Address: _____

Company Website: _____

Provider Information

Type of Business:	<input type="checkbox"/> Health Care	<input type="checkbox"/> Federal Government Agency
	<input type="checkbox"/> Church	<input type="checkbox"/> State Government Agency
	<input type="checkbox"/> College/University	<input type="checkbox"/> Local Government Agency
	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Education (Higher)
	<input type="checkbox"/> One-Stop Office	<input type="checkbox"/> Education (K-12)
	<input type="checkbox"/> Private Employer	<input type="checkbox"/> Post Secondary Education

Request Submitted by: _____
Signature

Submitted: _____
Date

Return form to Elizabeth Hilliard at elizabeth.hilliard@wpcog.org

Work Experience Policy_Final_06072023

Final Audit Report

2023-06-06

Created:	2023-06-06
By:	Elizabeth Hilliard (elizabeth.hilliard@wpcog.org)
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