



Work Experience Guidance – EGrAMS Reporting

A work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time and may include internships, job shadowing, pre-apprenticeship programs, and on-the-job training opportunities. Work experience may be paid or unpaid and may take place in the private, for-profit, non-profit or public sector. Work experiences help youth understand potential career options, the work environment, proper workplace behavior and the skills needed for the occupation and what is necessary in order to attain and retain employment. Work experience can serve as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for youth.

WIOA requires that costs associated with work experience is tracked and reported quarterly on federal financial reports. The Division of Employment and Training Services (DETS) will utilize the grant management system –EGrAMS to collect work experience expenditures. Both the budget and reimbursement requests must reflect work experience data. All Youth Program subrecipients are required to report work experience expenditures in the EGrAMS system, regardless if actual reimbursement is through a reimbursable services agreement (RSA).

Allowable work experience costs include:

Participant Wages

- Wages and stipends paid to the youth while participating in a work experience; and
- Incentive payments directly tied to the completion of work experience.

Youth Program Staff Time

- To identify and develop a work experience opportunities, including the time spent working with employers to identify and develop the work experience;
- Working with employers to ensure a successful work experience, including the time spent managing the work experience;
- Monitoring and evaluating the work experience; and
- Time spent providing employers and/or participant’s work experience orientation sessions.

Participant Job Skills Training

- Costs for classroom training for the required academic education component directly related to the work experience; and
- Costs for employability skills/job readiness training to prepare youth for a work experience.

Costs that **CANNOT** be included in work experience:

- Support service costs that assist the youth in participating in the work experience;
- Outreach and recruitment activities; and
- Occupational skills training costs.

The EGrAMS system budget and reimbursement request form has been reconfigured to reflect a Work Experience category (see figure 1) and three subcategories (see figure 2).

DETS staff will work with each subrecipient to process an amendment to the budget to accurately reflect the work experience amount that includes staff time and classroom costs. Subrecipients will move costs from the Personnel Services and/or Participant Support Services into the new Work Experience budget category and separate the costs by the three subcategories.

Subrecipients who already identified staff work experience oversight and participant work experience in their budgets will move the expenditures to the new Work Experience category. Adjustments will be necessary to move expenditures already reported from current personal service and participant support budget categories into the new Work Experience budget category.

Subrecipients who have not identified staff work experience oversight in their budget may identify a percentage of their personnel time dedicated to work experience oversight and submit it as a lump sum. Work study would be one methodology that a subrecipient may employ to determine how much time staff spends on work experience oversight vs other program work.

Figure 1

Period : 11/01/2016-11/30/2016 2017 Status: Review Comments:

Expenditures Source of Funds Type : Regular Obligation Final

Description	Expense	Grantee Contribution	Grand Total	Tot. Corr.
In-School Expenses				
Personnel Services (non work experience)	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Contractual	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Participant Support Services	0.00	0.00	0.00	0.00
Work Experience	0.00	0.00	0.00	0.00
Administration	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00

Figure 2

Description
Participant Wage/Stipend/Incentive
Staff Work Experience Time
Job Skills Training