



**Workforce  
Development  
Council**

**PROGRAM NOTICE: PN-7**  
**SUBJECT: Work-Based Learning Activities for Staff Timesheets**  
**EFFECTIVE: 11/01/2018**

**Background**

Workforce Innovation and Opportunity Act (WIOA) requires local areas to spend a minimum of 20 percent of non-administrative local funds on Work-Based Learning Activities.

Work-Based Learning Activities include: Work Experience (WEX), internships and job shadowing, pre-apprenticeship programs and on-the-job training opportunities (OJT). Work experience must include academic and occupational education component.

**Procedure**

Program expenditures on the work experience program element include wages as well as staffing costs for the development and management of work experiences. Examples of acceptable program expenditures include:

1. Site/Job Development:
  - Developing WEX sites, industry tours and job shadows
2. Preparing Youth for work-based learning experiences:
  - Mock interviews/résumé prep
  - Time spent obtaining pre-requisite certifications (e.g. vouchers, paperwork etc.)
3. Managing work-based learning activities:
  - Phone calls with youth and employers regarding WEXs
  - Time spent on site visits
  - Gathering youth and employer's signatures for initial WEX paperwork
  - Time spent gathering timesheets, signatures, and checking for accuracy
  - Travel time
4. Data entry:
  - Time spend case noting all work-based learning activities
5. Payroll and vendor processing for youth work-based learning payments

**Note** For more information refer to TEGL 23-14