



2-B-I Work Experience Review

v30_2023-12-31

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Incomplete

Submit

Debugger

Worksite Name *

Participant Name *


Participant SSN Last 4

1. A review of the worksite agreement finds that the agreement contained documentation of required provisions of the work experience.


2. A review of the worksite agreement finds that the agreement was properly executed. The agreement:
a. Was signed and dated by the LWIA; b. was signed and dated by the worksite representative; c. Had a specific beginning date and end date; d. Contained all required provisions and assurances as outlined in DCEO policy; e. If any changes were made to the agreement, there is documentation that both parties have signed the addendum or initialed

individual changes to the agreement.


3. There is evidence that the Grantee is tracking work experience enrollments, hours worked, and funds expended.


4. The work experience includes both academic and occupational education components.


5. The LWIA monitors the worksite(s) for compliance with applicable terms and conditions of the worksite agreement(s).


6. There is sufficient documentation to support the payment of work experience wages (i.e. payroll forms, timesheets, other documentation required by the local area's written policy.).

7. The rate paid to participants for work experience wages was no less than the individual's minimum wage as required by federal and state minimum wage laws.

8. All participants reviewed had a work experience


 

service recorded in IWDS.

9. There is a work experience agreement signed and dated by the participant, employer and the LWIA , verifying the participants were informed of the hourly wages and number of work hours, and job expectations for the work experience.

10. There is documentation that the supervisor at the worksite received an orientation about the Workforce Innovation and Opportunity Act Program/Work Experience Program.

11. Notes: