Union County Workforce Development Board
WIOA Title I Youth Work Experience and Incentive Payments Policy

Policy Number:	UCWDB-2026-05
Effective Date:	January 28, 2026
Supersedes:	WDB-2017-01 (Youth 20% Work Experience Expenditure Policy); WDB-2017-03 (Youth Incentives Policy)
Review Date:	Annually

Section 1: Purpose and Authority

1.1 Purpose

This policy establishes the framework, requirements, and procedures for administering work experiences and incentive payments under the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program in Union County, New Jersey. The policy ensures compliance with federal and state regulations while providing meaningful work-based learning opportunities that prepare youth participants for successful careers.

1.2 Applicability

This policy applies to all WIOA Title I Youth Program participants in Union County, youth service providers contracted by the Union County Workforce Development Board (UCWDB), and worksite employers hosting youth work experiences.

1.3 Regulatory Authority and Legal Basis

A. Federal Authority:

- Workforce Innovation and Opportunity Act (**Public Law 113-128**), Sections 116, 129, and 3(44)
- **20 CFR Part 681** (Youth Activities Under Title I of WIOA)
- **20 CFR 680.700** (On-the-Job Training)
- **20 CFR 680.840** (Labor Dispute Provisions)
- **2 CFR Part 200** (Uniform Administrative Requirements, Cost Principles, and Audit Requirements)
- Fair Labor Standards Act (FLSA), **29 U.S.C. § 201** et seq.

B. Federal Guidance:

- **TEGL 19-14** (Vision for the Workforce System)
- **TEGL 21-16** (Third WIOA Title I Youth Formula Program Guidance)
- **TEGL 23-14** (WIOA Youth Program Transition)

C. State Authority:

- New Jersey Child Labor Law, **N.J.S.A. 34:2-21.1** et seq.
- New Jersey Administrative Code, **Title 12, Chapter 58** (Employment of Minors)
- **NJWIN 1-17**: Youth Work Experience

1.4 Core Principles

The Union County Workforce Development Board (UCWDB) is committed to providing quality work-based learning experiences that enable youth participants to explore career options, develop workplace competencies, and build a foundation for economic self-sufficiency.

Local areas must spend at least 20 percent of their WIOA youth formula allocation on supporting work experiences for youth, as mandated by **WIOA Section 129(c)(4)**. This expenditure requirement applies to non-administrative funds and includes wages, stipends, and staffing costs for the development and management of work experiences.

Section 2: Types of Work Experiences Supported

In accordance with **20 CFR 681.600(c)**, Union County supports the following categories of work experiences for eligible WIOA youth participants:

2.1 Summer Employment Opportunities

Structured work experiences during summer months that provide youth with exposure to the workplace and help develop work readiness skills.

- Duration: Minimum of 4 weeks, maximum of 12 weeks
- Hours: Minimum of 10 hours per week, maximum of 40 hours per week
- Total hours: Minimum of 40 hours, maximum of 480 hours per experience

2.2 Year-Round Employment Opportunities

Work experiences available throughout the school year that accommodate academic schedules while providing continuous workplace exposure.

- Duration: Minimum of 4 weeks, maximum of 26 weeks
- Hours: Minimum of 5 hours per week, maximum of 20 hours per week during school; up to 40 hours during breaks
- Total hours: Minimum of 40 hours, maximum of 520 hours per experience

2.3 Pre-Apprenticeship Programs

Programs designed to prepare youth for entry into registered apprenticeship programs, including hands-on training and instruction in a specific occupational area.

- Duration: As defined by the pre-apprenticeship program structure
- Hours: Per program requirements, not to exceed 1,000 hours total

2.4 Internships

Structured learning experiences at a worksite that may be paid or unpaid, providing exposure to an occupation or industry.

- Duration: Minimum of 4 weeks, maximum of 16 weeks

- Hours: Minimum of 10 hours per week, maximum of 40 hours per week
- Total hours: Minimum of 40 hours, maximum of 640 hours per experience

2.5 Job Shadowing

Short-term unpaid experiences where youth observe workers in a specific occupation to learn about job duties and career requirements.

- Duration: Minimum of 1 day, maximum of 5 days
- Hours: Minimum of 4 hours, maximum of 40 hours total

2.6 On-the-Job Training (OJT)

Training by an employer provided to a paid participant while engaged in productive work that provides knowledge and skills essential to the full and adequate performance of the job, as defined in **WIOA Section 3(44)** and **20 CFR 680.700**.

- Duration: Based on participant skill gap assessment, typically 4 to 26 weeks
- Hours: Per employer requirements, typically 20-40 hours per week
- Note: Includes Registered Apprenticeships with an OJT component

Section 3: Trainee vs. Employee Determination

In accordance with **20 CFR 681.600(a)** and **NJWIN 1-17**, the UCWDB requires youth service providers to make a determination regarding whether each work experience constitutes a "training" situation or an "employment" situation under the Fair Labor Standards Act (FLSA).

3.1 FLSA Seven-Factor Test

For unpaid work experiences at for-profit employers, the following factors must be evaluated to determine trainee status under the U.S. Department of Labor's guidance:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

3.2 Determination Process

The youth service provider shall:

a) Complete the Trainee vs. Employee Determination Form (Attachment B) for each work experience placement prior to the start date.
b) Apply the seven-factor test to evaluate the nature of the work experience.
c) Document the rationale for the determination in the participant's case file.
d) Ensure that participants determined to be employees receive at least minimum wage and are subject to applicable labor standards.

3.3 Employment Relationship

When an employee/employer relationship exists as defined by FLSA or applicable state law, the following labor standards apply per **20 CFR 681.600(a)**:

- Payment of at least the applicable minimum wage
- Payment of overtime for hours worked in excess of 40 per week (where applicable)
- Compliance with all applicable federal and state labor laws
- Prohibition against displacing regular employees or filling positions vacant due to labor disputes

Section 4: Wages, Stipends, and Compensation

4.1 Wage Payments for Paid Work Experiences

For work experiences where an employment relationship exists:

A. Wage Rates:

- Minimum: Current New Jersey State Minimum Wage (or federal minimum wage, whichever is higher)
- Maximum: Up to $18.00 per hour, or the prevailing wage for the occupation, whichever is lower
- Youth shall not be paid less than other employees performing similar work

B. Process for Paying Wages:

8. **Timesheet Submission:** Participant completes and signs a timesheet documenting hours worked. Worksite supervisor verifies and co-signs the timesheet.
9. **Case Manager Review:** Case manager reviews timesheet for accuracy and compliance with approved work schedule.
10. **Approval:** Program supervisor approves timesheet and authorizes payment.
11. **Payroll Processing:** Youth service provider processes wages through its payroll system with appropriate tax withholdings.

12. **Payment Issuance:** Wages are paid via direct deposit or check within two (2) pay periods of hours worked.
13. **Documentation:** Copies of timesheets, pay stubs, and payment records are maintained in participant case file.

4.2 Stipends for Unpaid Work Experiences

For unpaid work experiences (job shadowing, certain internships) where no employment relationship exists, WIOA funds may be used to provide stipends as follows:

A. Stipend Definition: A stipend is a fixed, regular payment made to a participant engaged in an unpaid work experience or training activity. Stipends are not considered wages and are not subject to payroll tax withholding.

B. Stipend Amounts:

- Job Shadowing: Flat stipend of $50 per completed job shadowing experience (minimum 8 hours)
- Unpaid Internships: $75 per week for participation of at least 15 hours per week
- Maximum stipend amount: $600 per participant per program year

C. Process for Paying Stipends:

14. **Documentation of Completion:** Participant and worksite supervisor complete the Work Experience Completion Form documenting hours and activities.
15. **Case Manager Verification:** Case manager verifies completion and documents in case notes.
16. **Stipend Request:** Case manager completes Stipend Payment Request Form.
17. **Approval:** Program supervisor reviews and approves stipend payment.
18. **Payment Issuance:** Stipend is issued via check within 10 business days of approval.
19. **Receipt:** Participant signs receipt acknowledging stipend payment.

Section 5: Child Labor Laws and Parental Consent

5.1 Compliance with Child Labor Laws

The UCWDB and its youth service providers must ensure compliance with all applicable federal and state child labor laws for participants under 18 years of age. Employers participating in youth work experiences must comply with:

- Fair Labor Standards Act child labor provisions (**29 U.S.C. § 212**)
- New Jersey Child Labor Law (**N.J.S.A. 34:2-21.1** et seq.)
- New Jersey Administrative Code, **Title 12, Chapter 58** (Employment of Minors)

5.2 Work Hour Restrictions for Minors

Youth under 18 years of age are subject to the following work hour restrictions under New Jersey law:

Age Group	School in Session	School Not in Session
14-15 years	Max 3 hrs/day, 18 hrs/week; 7am-7pm only	Max 8 hrs/day, 40 hrs/week; 7am-9pm (summer)
16-17 years	Max 8 hrs/day, 40 hrs/week; cannot work past 11pm on school nights	Max 8 hrs/day, 40 hrs/week

5.3 Prohibited Occupations for Minors

Youth under 18 years of age may not be placed in work experiences involving hazardous occupations as defined by federal and state law, including but not limited to:

- Manufacturing or storing explosives
- Motor vehicle driving and outside helper occupations
- Coal mining and logging/sawmilling
- Power-driven woodworking, metalworking, or hoisting machinery
- Exposure to radioactive substances
- Roofing operations or excavation

5.4 Required Documentation for Minors

For all participants under 18 years of age, the following documentation is required prior to beginning any work experience:

A. Proof of Age:

- Birth certificate, passport, state-issued ID, or school records
- Copy must be maintained in participant case file

B. Parental/Guardian Consent:

- Written parental/guardian consent is required for all youth under 18 participating in any work experience (paid or unpaid)
- Consent form (Attachment C) must be signed by parent/legal guardian
- Consent must include acknowledgment of the type of work experience, location, schedule, and safety requirements
- Original signed consent form must be maintained in participant case file

C. Employment Certificate (Work Permit):

- New Jersey requires an employment certificate (work permit) for minors under 18 for paid work experiences
- Work permits are obtained from the minor's school district
- A Special Permit is required if the minor is working during school hours

- Copy of work permit must be provided to employer and maintained in participant case file

Section 6: Worksite Agreement Procedures

Per **NJWIN 1-17**, the UCWDB must ensure that youth service providers maintain written agreements for all work experiences. The Worksite Agreement is a three-party contract between the participant, the worksite employer/host site, and the youth service provider.

6.1 Worksite Development and Approval

20. **Site Identification:** Youth service provider identifies potential worksites aligned with participant career interests and labor market demand.
21. **Site Assessment:** Provider conducts worksite assessment to verify appropriate learning environment, supervision, and safety conditions using the Worksite Assessment Form (Attachment D).
22. **Employer Verification:** Provider verifies employer is in good standing, not on debarment list, and not involved in labor disputes.
23. **Agreement Preparation:** Provider prepares the Worksite Agreement (Attachment E) with all required terms.

6.2 Required Elements of Worksite Agreement

The Worksite Agreement must include, at a minimum:

- Names and contact information of all parties (participant, worksite, provider)
- Duration of the work experience (start and end dates)
- Work schedule (days and hours)
- Remuneration (wage rate or stipend amount; or statement that experience is unpaid)
- Job description including specific tasks, duties, and learning objectives
- Supervision arrangements (name and title of supervisor)
- Health and safety standards and requirements
- Expectations and responsibilities of all parties
- Consequences of not adhering to the agreement
- Termination clause and procedures
- Non-displacement and maintenance of effort assurances
- Equal opportunity and non-discrimination statement
- Acknowledgment of WIOA funding source
- Signature lines for participant, parent/guardian (if under 18), worksite supervisor, and provider representative

6.3 Agreement Execution and Distribution

24. **Review:** Case manager reviews agreement with participant and parent/guardian (if applicable) to ensure understanding.

25. **Signatures:** All parties sign the agreement prior to the start of the work experience.
26. **Distribution:** Copies are provided to the participant, worksite employer, and youth service provider.
27. **Filing:** Original signed agreement is maintained in participant case file and available for audit and monitoring purposes.

6.4 Ongoing Monitoring

Youth service providers shall monitor work experiences through:

- Minimum bi-weekly contact with participant (in-person, phone, or electronic)
- Monthly contact with worksite supervisor
- On-site visit within first two weeks and at least once per month thereafter
- Documentation of all monitoring contacts in case notes
- Mid-point and final performance evaluations completed by worksite supervisor

Section 7: Incentive Payments

Per **20 CFR 681.640** and **NJWIN 1-17**, incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. Incentives may not be used for recruitment, submitting eligibility documentation, or general program participation.

7.1 Incentive Payment Principles

All incentive payments must meet the following requirements:

e) Tied to the goals of the WIOA Youth Program
f) Documented in the Individual Service Strategy (ISS) before commencement of the activity
g) Aligned with organizational policies and this policy
h) In accordance with **2 CFR Part 200** cost principles (reasonable, allocable, adequately documented)
i) Not used for entertainment purposes (per **2 CFR 200.438**)

7.2 Allowable Incentive Types and Amounts

The following incentives are authorized for Union County WIOA Youth Program participants:

A. General Achievement Incentives:

Achievement	Maximum Amount
HSE/GED class attendance - 100% monthly attendance with level gain	$25.00
TABE assessment score increase by educational functioning level (max 2x)	$25.00
Soft skills/work readiness certificate completion	$25.00

Employment portfolio completion (resume, cover letter, references)	$50.00

B. Credential Attainment Incentives:

Credential Type	Maximum Amount
High School Diploma or HSE (must also enter employment, training, or post-secondary)	$100.00
Industry-recognized occupational credential or certification (one per ISS)	$100.00
Post-secondary credential or occupational skills license (during participation or 12-month follow-up)	$100.00

C. Work Experience Completion Incentives:

Achievement	Maximum Amount
Successful completion of work experience (minimum 80 hours with satisfactory evaluation)	$50.00
Transition to unsubsidized employment at work experience site	$75.00

D. Follow-Up Period Incentives:

Achievement	Amount per Quarter
Continuous unsubsidized employment (min 20 hrs/wk) or post-secondary education (min 6 credit hrs) - 1st Qtr after exit	$25.00
Continuous unsubsidized employment or post-secondary education - 2nd Qtr after exit	$25.00
Continuous unsubsidized employment or post-secondary education - 3rd Qtr after exit	$25.00
Continuous unsubsidized employment or post-secondary education - 4th Qtr after exit	$25.00

7.3 Incentive Limitations

- Maximum incentive amount per participant per program year: $300 (excluding follow-up incentives)
- Maximum follow-up incentives: $100 total (4 quarters at $25 each)
- Participants may receive only one incentive per specific attainment
- Incentives are not paid through payroll and are not subject to tax withholding

7.4 Prohibited Incentive Uses

WIOA funds may NOT be used for incentives related to:

- Recruitment activities
- Submitting eligibility documentation
- General participation in the program
- Entertainment expenses (movie tickets, sporting events, etc.)
- Gift cards to entertainment venues

Section 8: Approval Process and Required Documentation

8.1 Work Experience Approval Process

The following approval process applies to all youth work experiences:

Step 1: Participant Assessment and ISS Development

- Case manager conducts comprehensive assessment of participant skills, interests, and career goals
- Work experience is identified as an appropriate service and documented in the Individual Service Strategy (ISS)
- Type, duration, and learning objectives are specified in the ISS
- **Required documentation:** Completed ISS signed by participant and case manager

Step 2: Worksite Identification and Assessment

- Case manager or employment specialist identifies appropriate worksite
- Worksite Assessment Form completed to verify appropriateness
- Employer debarment status verified through SAM.gov
- **Required documentation:** Completed Worksite Assessment Form, SAM.gov verification printout

Step 3: Trainee vs. Employee Determination

- Case manager completes Trainee vs. Employee Determination Form
- Seven-factor test applied and documented
- **Required documentation:** Completed Trainee vs. Employee Determination Form

Step 4: Documentation for Minor Participants

For participants under 18 years of age:

- Proof of age obtained and verified
- Parental Consent Form completed and signed by parent/guardian
- Work permit obtained from school district (for paid experiences)
- **Required documentation:** Copy of birth certificate or ID, signed Parental Consent Form, work permit (if applicable)

Step 5: Worksite Agreement Execution

- Worksite Agreement prepared with all required elements
- Agreement reviewed with all parties
- Signatures obtained from participant, parent/guardian (if under 18), worksite supervisor, and provider representative
- **Required documentation:** Fully executed Worksite Agreement with all signatures

Step 6: Program Supervisor Approval

- Case manager submits complete work experience packet to program supervisor
- Supervisor reviews for completeness and compliance
- Written approval provided prior to participant start date
- **Required documentation:** Supervisor approval signature/date on Work Experience Approval Checklist (Attachment F)

8.2 Incentive Payment Approval Process

Step 1: Achievement Verification

- Case manager verifies that the achievement was documented in the participant's ISS prior to commencement
- Case manager obtains and verifies proof of achievement

Step 2: Documentation Requirements

Required documentation varies by incentive type:

Incentive Type	Required Documentation
Attendance-based	Sign-in sheets or attendance records; level gain documentation
TABE score increase	Pre- and post-TABE score reports showing EFL gain
Training completion	Certificate of completion; sign-in sheets for training
Credential attainment	Copy of diploma, HSE certificate, or credential; verification from issuing agency
Work experience completion	Timesheets (80+ hours); supervisor evaluation; completion form
Follow-up employment/education	Pay stub, employer verification, or enrollment verification within the quarter

Step 3: Incentive Request Submission

- Case manager completes Incentive Payment Request Form (Attachment A)
- Supporting documentation attached

- Case notes entered documenting achievement and incentive request

Step 4: Supervisor Approval

- Program supervisor reviews request and documentation
- Verifies achievement was in ISS and documentation is complete
- Provides written approval or returns for correction

Step 5: Payment Processing

- Approved request forwarded to fiscal department
- Payment issued via check or gift card within 10 business days
- Participant signs receipt acknowledging payment

Step 6: Documentation Filing

- All documentation scanned into participant record in case management system
- Incentive payment documented in ISS including amount, payment method, and justification

Section 9: Work Experience Expenditure Requirements

In accordance with **WIOA Section 129(c)(4)**, Union County must spend at least 20 percent of its WIOA youth formula allocation on work experiences for youth.

9.1 Calculation Method

The 20 percent minimum is calculated after subtracting administrative costs:

Component	Calculation
Youth Formula Allocation (A)	Total youth allocation
Administrative Costs (B)	Up to 10% of allocation
Program Expenditure Base (A-B)	Non-administrative funds
Work Experience Minimum	(A-B) x 20%

9.2 Allowable Work Experience Expenditures

The following expenditures count toward the 20 percent requirement:

- Wages paid to youth participants
- Stipends for unpaid work experiences
- Staff costs for work experience development and management (not to exceed 10% of work experience expenditures)
- Participant work experience-related supportive services

- Employer incentives for OJT (reimbursement for extraordinary costs)

9.3 Tracking and Reporting

- Youth service providers shall track work experience expenditures monthly
- Year-to-date encumbrances and expenditures reported in monthly performance reports
- UCWDB staff shall monitor compliance quarterly and take corrective action as needed

Section 10: Sub-Recipient and Partner Requirements

10.1 Union County Workforce Development Board

- Establish and approve policy governing youth work experiences and incentives
- Monitor sub-recipient compliance with policy requirements
- Ensure 20% work experience expenditure requirement is met
- Provide technical assistance and oversight to youth service providers

10.2 Youth Service Providers

- Implement work experience and incentive programs per this policy
- Develop and maintain worksite partnerships
- Ensure all required documentation is obtained and maintained
- Process wage, stipend, and incentive payments
- Conduct ongoing monitoring of work experience placements
- Annually review budget capacity for planned incentives

10.3 Case Managers

- Assess participant readiness and identify appropriate work experiences
- Document work experience goals and incentives in ISS
- Complete trainee/employee determinations
- Obtain all required documentation and consents
- Monitor participant progress and maintain contact with worksite
- Verify achievements and submit incentive requests
- Maintain accurate case notes and documentation

10.4 Worksite Employers

- Provide meaningful work assignments and learning opportunities
- Designate qualified supervisor for youth participant
- Comply with all applicable labor laws including child labor restrictions

- Verify and co-sign timesheets
- Complete mid-point and final performance evaluations
- Communicate issues or concerns to youth service provider promptly

Section 11: Definitions

Credential: A nationally recognized degree or certificate, or state/locally recognized credential, as defined in **WIOA Section 3(52)**.

Employee: An individual who performs work for an employer who controls what will be done and how it will be done, and who receives compensation for that work, as defined under FLSA and applicable state law.

Incentive: A payment to a youth participant for recognition and achievement directly tied to training activities or work experiences, per **20 CFR 681.640**.

Individual Service Strategy (ISS): A plan developed jointly with the participant that identifies employment goals, barriers, and services to be provided, per **20 CFR 681.420**.

Internship: A planned, structured learning experience at a worksite that may be paid or unpaid, providing exposure to an occupation or industry.

Job Shadowing: A short-term unpaid work experience where youth observe workers to learn about job duties and career requirements.

Minor: An individual under 18 years of age, subject to child labor laws and parental consent requirements.

On-the-Job Training (OJT): Training by an employer to a paid participant engaged in productive work that provides knowledge and skills essential to full job performance, per **WIOA Section 3(44)**.

Pre-Apprenticeship: A program designed to prepare individuals for entry into registered apprenticeship programs, including hands-on training in a specific occupational area.

Stipend: A fixed, regular payment to a participant engaged in an unpaid work experience or training activity, not considered wages for tax purposes.

Trainee: An individual participating in a work experience that does not create an employment relationship under FLSA, typically at nonprofit entities or meeting the seven-factor test at for-profit employers.

Work Experience: A planned, structured learning experience that takes place in a workplace for a limited period of time, per **20 CFR 681.600**.

Worksite Agreement: A three-party contract between the participant, worksite employer/host site, and youth service provider establishing terms and conditions of a work experience.

Youth Participant: An individual aged 14-24 who is eligible for and enrolled in the WIOA Title I Youth Program, per **20 CFR 681.210**.

Section 12: References

A. Federal Statutes:

- Workforce Innovation and Opportunity Act (**Public Law 113-128**)
- Fair Labor Standards Act (**29 U.S.C. § 201** et seq.)

B. Federal Regulations:

- **20 CFR Part 681** — Youth Activities Under Title I of WIOA
- **20 CFR 680.700** — On-the-Job Training
- **20 CFR 680.840** — Labor Dispute Provisions
- **2 CFR Part 200** — Uniform Administrative Requirements, Cost Principles, and Audit Requirements

C. USDOL Guidance:

- **TEGL 19-14** — Vision for the Workforce System
- **TEGL 21-16** — Third WIOA Title I Youth Formula Program Guidance
- **TEGL 23-14** — WIOA Youth Program Transition

D. State Guidance:

- **NJWIN 1-17**: Youth Work Experience
- New Jersey Child Labor Law (**N.J.S.A. 34:2-21.1** et seq.)
- New Jersey Administrative Code, **Title 12, Chapter 58** (Employment of Minors)

Section 13: Attachments

Attachment A: Youth Incentive Payment Request Form and Checklist
Attachment B: Trainee vs. Employee Determination Form
Attachment C: Parental/Guardian Consent Form for Minor Participants
Attachment D: Worksite Assessment Form
Attachment E: Worksite Agreement Template
Attachment F: Work Experience Approval Checklist

Section 14: Inquiries and Technical Assistance

Questions regarding this policy should be directed to:

Union County Workforce Development Board
Meredith Barracato, MPA
Policy and Strategic Planning Advisor
Email: meredith.barracato@ucnj.org

For state-level technical assistance, contact:

New Jersey Department of Labor and Workforce Development
WIOA Policy and Operations Division
Email: WIOAPOD@dol.nj.gov

Youth Incentive Achievement Checklist

Purpose

This checklist is used to verify participant eligibility, required documentation, and compliance with WIOA incentive payment requirements prior to approval and payment issuance.

Participant Achievement Verification

Please Check Incentive Attainment	Completed	Date of Completion	Documentation Attached
High School or High School Equivalency Attendance / Achievement			
Educational Functioning Level Increase			
Soft Skills or Work Readiness Certificate			
Employment Portfolio (Resume, Cover Letter, References)			
Industry-Recognized Credential Attainment			
Successful Completion of Work Experience (80+ Hours)			
Transition to Unsubsidized Employment			
1st Quarter Follow-Up (Employment or Training)			
2nd Quarter Follow-Up (Employment or Training)			
3rd Quarter Follow-Up (Employment or Training)			
4th Quarter Follow-Up (Employment or Training)			

Compliance Review

☐ Achievement was documented in the Individual Service Strategy prior to completion
☐ Participant received only one incentive for this attainment
☐ Incentive amount is within allowable limits
☐ Supporting documentation matches incentive type
☐ Case notes entered and reflect achievement and request
☐ Incentive is not related to recruitment, eligibility, or participation

Case Manager Signature: _____

Youth Incentive Achievement Checklist

Purpose

The purpose of this form is to formally request approval and issuance of an allowable WIOA Youth incentive payment. Incentives must recognize documented achievement directly tied to training, education, work experience, or follow-up outcomes and must be identified in the participant's Individual Service Strategy prior to attainment.

Participant Information

Field	Information
Participant Name	
AOSOS Number	
Date of Birth	
Program Enrollment Type	☐ In-School Youth ☐ Out-of-School Youth
Case Manager Name	
Provider Agency	

Incentive Type (Check One)

☐ Attendance / Educational Functioning Level Gain
☐ Educational Functioning Level Increase
☐ Soft Skills / Work Readiness Certificate
☐ Employment Portfolio Completion
☐ High School Diploma or High School Equivalency
☐ Industry-Recognized Credential
☐ Work Experience Completion (80+ hours)
☐ Transition to Unsubsidized Employment
☐ Follow-Up Quarter (1st ☐ 2nd ☐ 3rd ☐ 4th ☐)

Achievement Details

Item	Information
Date Achievement Completed	
Incentive Amount Requested	$
Incentive Payment Method	☐ Check ☐ Gift Card
Was this achievement documented in the Individual Service Strategy prior to completion?	☐ Yes ☐ No

Youth Incentive Achievement Checklist

Case Manager Certification

I certify that:

- The achievement listed above meets WIOA incentive requirements
- The achievement was documented in the participant's Individual Service Strategy prior to attainment
- Supporting documentation is attached and accurate
- The participant has not previously received an incentive for this same achievement

Youth Signature: _____ Date: _____

Case Manager Signature: _____ Date: _____

Fiscal Use Only

Payment Issued	Date	Amount
☐ Check ☐ Gift Card		$
☐ Check ☐ Gift Card		$
☐ Check ☐ Gift Card		$
☐ Check ☐ Gift Card		$

Participant Receipt on File: ☐ Yes ☐ No

Trainee vs. Employee Determination Form

Purpose:

This form is used to determine whether a WIOA Youth participant is classified as a Trainee or an Employee for a specific work experience placement. The determination must be completed prior to the start of the work experience and retained in the participant case file.

Participant & Placement Information

Participant Name: _____ AOSOS Number: _____

Worksite Name: _____

Start Date: _____ End Date: _____

Placement Type: ☐ Summer Youth Employment ☐ Internship ☐ Job Shadowing ☐ OJT

☐ Other: _____

Seven-Factor Trainee vs. Employee Test

1. The participant understands there is no expectation of wages.

☐ Yes ☐ No Explanation: _____

2. The experience provides training similar to an educational environment.

☐ Yes ☐ No Explanation: _____

3. The experience is tied to the participant's Individual Service Strategy.

☐ Yes ☐ No Explanation: _____

4. The schedule accommodates academic or training commitments.

☐ Yes ☐ No Explanation: _____

5. The duration is limited to the learning period.

☐ Yes ☐ No Explanation: _____

6. The participant does not displace regular employees.

☐ Yes ☐ No Explanation: _____

7. There is no entitlement to a job at the conclusion of the experience.

☐ Yes ☐ No Explanation: _____

Final Determination

☐ Trainee (Unpaid or Stipend Eligible) ☐ Employee (Wages Required)

Rationale for Determination:

_____

_____

Case Manager Signature: _____ Date: _____

Parental / Guardian Consent Form for Minor Participants

Purpose:

This form is used to obtain written consent from a parent or legal guardian for a minor participant (under 18 years of age) to participate in a Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program activity, including work experience, training, and related services. This consent is required prior to the minor beginning any program activity and must be maintained in the participant's case file.

Participant Information

Participant Full Name:	AOSOS Number:
Date of Birth:	Age:
Program Enrollment Type: ☐ In-School Youth ☐ Out-of-School Youth	

Parent / Legal Guardian Information

Parent / Guardian Full Name: _____

Relationship to Participant: _____

Address: _____

City / State / ZIP: _____

Phone Number: _____ Email Address: _____

Program Activity Information

Type of Activity (check all that apply):

- ☐ Work Experience (paid or unpaid)
- ☐ Job Shadowing
- ☐ Internship
- ☐ Occupational Skills Training
- ☐ On-the-Job Training
- ☐ Other (describe): _____

Worksite / Training Location: _____

Expected Start Date: _____ Expected End Date: _____

Expected Schedule (days and hours): _____

Parental / Guardian Consent Form for Minor Participants

Parental / Guardian Consent and Acknowledgment

I, the undersigned parent or legal guardian, hereby give permission for my child named above to participate in the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program activities as described. I understand and acknowledge that:

- The activities are designed to provide educational, training, and work-based learning experiences.
- Participation may include placement at a worksite or training location under appropriate supervision.
- My child must comply with all program rules, workplace policies, and safety requirements.
- Participation is subject to applicable federal and state child labor laws.
- I may withdraw my consent at any time by providing written notice to the youth service provider.

Medical and Emergency Authorization

In the event of an emergency and if I cannot be reached, I authorize program staff to obtain necessary emergency medical treatment for my child. I understand that I am responsible for any medical expenses incurred.

Parent / Guardian Certification

I certify that I am the legal parent or guardian of the minor named above and that the information provided on this form is true and accurate.

Parent / Guardian Signature: _____ Date: _____

Printed Name: _____

Program Use Only

Reviewed by Case Manager: _____ Date: _____

Case Manager Signature: _____

Worksite Assessment Form

Purpose:

This Worksite Assessment Form is used to evaluate and document the suitability of a proposed worksite for a Workforce Innovation and Opportunity Act (WIOA) Title I Youth work experience. The assessment ensures compliance with federal and New Jersey Department of Labor and Workforce Development requirements, including health and safety standards, child labor laws, supervision, and the provision of meaningful learning opportunities. This form must be completed and approved prior to the start of any youth work experience placement.

Section 1: Worksite Information

Worksite / Employer Name: _____

Worksite Address: _____

City / State / ZIP: _____

Primary Contact Name & Title: _____

Phone # _____ Email: _____

Type of Worksite: ☐ Private For-Profit ☐ Nonprofit ☐ Public Sector

Industry / Occupational Area: _____

Section 2: Proposed Work Experience Details

Type of Work Experience: ☐ Summer Employment ☐ Internship ☐ Job Shadowing ☐ Pre-Apprenticeship ☐ On-the-Job Training

Job Title(s): _____

Number of Youth to be Placed: _____

Anticipated Start Date: _____ End Date: _____

Days and Hours of Work: _____

Wage or Stipend (if applicable): _____

Section 3: Supervision and Training

Name and Title of On-Site Supervisor: _____

Supervisor Phone / Email: _____

Supervisor has experience working with youth: ☐ Yes ☐ No

Supervisor will provide orientation and ongoing supervision: ☐ Yes ☐ No

Work experience includes academic and/or occupational education component: ☐ Yes ☐ No

Description of learning objectives and skills to be gained:

_____

Section 4: Health, Safety, and Labor Standards

Worksite Assessment Form

Worksite complies with applicable federal and state health and safety standards: ☐ Yes ☐ No

Youth will not be placed in hazardous or prohibited occupations: ☐ Yes ☐ No

Appropriate safety training will be provided prior to start: ☐ Yes ☐ No

Personal protective equipment required (if any): _____

Workers' compensation coverage in place or alternative coverage secured: ☐ Yes ☐ No

Section 5: Child Labor Law Compliance (if applicable)

Worksite understands and will comply with New Jersey child labor laws: ☐ Yes ☐ No ☐ Not Applicable

Work hours comply with age-based restrictions: ☐ Yes ☐ No ☐ Not Applicable

Work permit required for paid placements during school session: ☐ Yes ☐ No ☐ Not Applicable

Parent/Guardian consent required and on file prior to start: ☐ Yes ☐ No ☐ Not Applicable

Section 6: Non-Displacement and Labor Dispute Assurance

☐ The work experience will not displace any currently employed worker.

☐ The position is not vacant due to a strike, lockout, or labor dispute.

☐ The work experience will not impair existing contracts or collective bargaining agreements.

Section 7: Overall Assessment

Based on the information reviewed, the proposed worksite is determined to be:

- ☐ Approved for Youth Work Experience Placement
- ☐ Approved with Conditions (describe below)
- ☐ Not Approved (explain reason)

Conditions / Comments:

_____

_____

Section 8: Certification and Approval

Case Manager / Employment Specialist Name: _____

Signature: _____ Date: _____

Program Supervisor Name: _____

Signature: _____ Date: _____

Attachment

Youth Worksite Agreement for Employers

PURPOSE

It is agreed that the Employer will use the forms provided in this Youth Worksite Agreement to provide the Sponsor with a list of work experience positions and information on selected youth participants. In some instances, a Sponsor may also be an Employer. For example, where the local workforce system generates payroll for youth, they are considered to be the Sponsor and the Employer even though the physical location where the youth is working may be located elsewhere.

A ***Technical Assistance Youth Worksite Agreement Guide*** is attached. It will serve as a companion document to this Youth Worksite Agreement to provide local areas with a framework for developing worksite agreements for youth engaged in employment activities. Elements of the Youth Worksite Agreement include the following:

I. Agency Data
II. Terms of Agreement
III. Worksite Data
IV. Youth Performance Evaluation
V. Termination of Agreement
VI. Local Requirements (if necessary)
VII. Authorization/Certification
VIII. Youth Worksite Agreement Checklist

I. AGENCY DATA

Agreement Number: _____ FEIN: _____
Agency Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone Number: _____ Fax Number: _____
Email: _____

Type of Agency:
- ☐ Public Sector *(Municipal, County, State or Federal Government Entity)*
- ☐ Public Sector *(Education Entity)*
- ☐ Non-Profit *(Public or Private Non-Profit and/or Community Based Entity)*
- ☐ Private Sector *(Private Business)*
- ☐ Other *(Specify)*

Indicate which of the following, if any, are required as a condition of hire:
☐ Drug Screening ☐ Background Check ☐ Fingerprinting ☐ Physical

II. TERMS OF AGREEMENT

This document establishes an agreement between the agency indicated (hereafter referred to as the Sponsor) and

(hereafter referred to as the Employer)

_____

commencing on _____ (date) and ending on _____ (date).

It is intended that a Sponsor and an Employer will work together to enhance the employability skills of youth program participants. As the Employer, you are responsible for providing youth with meaningful work assignments. Each work experience must be geared toward providing youth with a proper work ethic, helping prepare youth in making the transition from school to work, and developing the confidence and motivation necessary to eventually gain employment and/or pursue other career-oriented opportunities.

III. WORKSITE DATA

YOUTH JOB DATA **Note:** Youth under 18 must take a 30-minute meal period after 5 consecutive hours of work

Title: _____ Number of Positions Requested: _____

Hourly Wage: $ _____ Hours per Week: _____ Daily Hours: From _____ To _____

Days Scheduled to Work (mark all that apply): ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Direct Supervisor: _____ Phone: _____

Alternate Supervisor: _____ Phone: _____

OCCUPATIONAL SKILLS & RESPONSIBILITIES

Job Duties:

Special Equipment Used on Job:

Work Principles that will be Learned:

Age Qualifications: (check all that apply)	Position Qualifications:
☐ Less than 16 ☐ 16 to 17 ☐ 18 or older	

Required as a Condition of Hire: ☐ Drug Screening ☐ Background Check ☐ Fingerprinting ☐ Physical

Describe Inclement Weather Provisions (if applicable):

AUTHORIZATION/CERTIFICATION

Agency Name: _____

Agreement Number: _____ Date: _____

Directions

- Complete a separate form for each job title being requested
- Sign & Date
- File Form: Original at Local Office. Copy at Worksite.

I certify that the above Worksite Data is accurate and complete.

Employer Representative Signature	Title	Date

V. YOUTH PERFORMANCE EVALUATION Photocopy Form as Needed

Youth Performance Evaluation

The form below must be completed for each youth participating in a work experience. Upon completion, the original signed copy must be submitted to the Sponsor for review.

Date: _____

Youth: Supervisor:

Directions: 1. Please rate the youth participant in each area below by placing a ☒ in the appropriate box.		**Excellent**	**Good**	**Fair**	**Poor**
• Interactions	Interacts well with on-site personnel, clientele and public				
• Responsibility	Sets priorities, anticipates needs and uses time responsibly				
• Paperwork	Completes and submits timesheets, sign-in log and reports on-				
• Quality	Completes tasks accurately and completely				
• Training	Participates in training sessions and applies knowledge learned				
• Service Skills	Applies skills and shows improvement over the course of the				
• Dependability	Follows a regular schedule and contacts supervisor if late or not				
• Ethics	Demonstrates a work ethic to "get things done"				
• Professionalism	Dresses appropriately and has a positive attitude and demeanor				
• Problem Solving	Creative and resourceful in solving issues and/or problems that				
• Leadership	Demonstrates group leadership and facilitation skills				

2. Would you consider this youth for future employment? ☐Yes ☐No

3. Additional Comments:

AUTHORIZATION/CERTIFICATION:

Youth Participant: _____ Date: _____

Employer Representative: _____ Date: _____

Sponsor Staff: _____ Date: _____

VI. TERMINATION OF AGREEMENT

This Agreement may be terminated by either party upon 10 day advanced notification. These program activities are contingent upon Federal and State funding and may be terminated if said funding is discontinued or if said program is not being administered in accordance with this Agreement; rules and regulations of the youth program; or other appropriate laws, ordinances, rules and regulations. Written notification of termination shall be either hand-delivered or delivered by overnight commercial carrier or U.S. Mail.

VII. LOCAL REQUIREMENTS (if necessary)

VIII. AUTHORIZATION/CERTIFICATION

I certify that I have read the Technical Assistance Youth Worksite Agreement Guide and agree with the terms of the Youth Worksite Agreement. Failure to comply with any of the above terms of service and provisions will cause the Agreement to become void and may result in the Employer assuming liability for any claims regarding these terms and provisions.

_____	_____	_____
Employer Representative Signature	Title	Date
_____	_____	_____
Sponsor Representative Signature	Title	Date

IX. YOUTH WORKSITE AGREEMENT CHECKLIST

All of the following documents should be completed and sign by the appropriate Sponsor/Agency. Youth Performance Evaluations and Youth Terms must also include signatures of participating youth and their parent/guardian (if under age 18) as required.

Work Experience Approval Checklist

Purpose:

This checklist is used to verify that all required documentation, approvals, and compliance requirements have been met prior to a youth participant beginning a WIOA Title I Youth work experience. Completion of this checklist ensures alignment with federal regulations, New Jersey Department of Labor and Workforce Development guidance, and local workforce development board policy. This checklist must be completed and approved before the participant's first day at the worksite.

Participant Information

Participant Name: _____

Participant ID: _____

Date of Birth: _____ Age: _____

Program Enrollment Type: ☐ In-School Youth ☐ Out-of-School Youth

Case Manager / Employment Specialist: _____

Provider Agency: _____

Work Experience Information

Worksite / Employer Name: _____

Work Experience Type: ☐ Summer Employment ☐ Internship ☐ Job Shadowing
☐ Pre-Apprenticeship ☐ On-the-Job Training

Job Title: _____

Start Date: _____ End Date: _____

Expected Days and Hours: _____

Wage or Stipend (if applicable): _____

Pre-Placement Documentation Checklist

☐ Objective Assessment completed and supports need for work experience Date: _____
Initials: _____

☐ Individual Service Strategy completed and includes work experience Date: _____
Initials: _____

☐ Work experience goals and learning objectives documented in Individual Service Strategy
Date: _____ Initials: _____

☐ Trainee vs. Employee Determination Form completed and approved Date: _____
Initials: _____

☐ Worksite Assessment Form completed and approved Date: _____
Initials: _____

☐ Fully executed Worksite Agreement on file Date: _____ Initials: _____

Work Experience Approval Checklist

Minor Participant Requirements (if under 18)

☐ Proof of age verified and on file Date: _____ Initials: _____

☐ Parental / Guardian Consent Form completed and signed Date: _____
Initials: _____

☐ Valid work permit obtained (for paid placements during school session) Date: _____
Initials: _____

☐ Work hours reviewed for child labor law compliance Date: _____
Initials: _____

Labor Standards and Safety Review

☐ Work experience does not displace existing employees Date: _____
Initials: _____

☐ Position is not vacant due to strike, lockout, or labor dispute Date: _____
Initials: _____

☐ Health and safety standards reviewed with employer Date: _____
Initials: _____

☐ Workers' compensation or alternative coverage verified Date: _____
Initials: _____

☐ Required safety training scheduled or completed Date: _____
Initials: _____

Approval and Authorization

I certify that all required documentation has been reviewed and that the participant is approved to begin the work experience listed above.

Case Manager / Employment Specialist Signature: Date: _____

_____

Program Supervisor Name: _____

Supervisor Signature: Date: _____

_____