

**A RESOLUTION OF NEW YORK CITY WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE AUTHORIZING A LOCAL POLICY FOR INTERNSHIPS
AND WORK EXPERIENCE FOR ADULTS**

WHEREAS, the WIB determines that paid and unpaid internships and work experience can be an effective form of preparing adults for employment and further enhancing their skills;

WHEREAS, the WIB determines that paid and unpaid internship and work experience programs should match participant needs with the needs of local employer(s);

WHEREAS, it is desired by the WIB to take advantage of as many forms of preparation and training as are available to jobseekers and incumbent workers if they can help those individuals be more likely to obtain employment.

WHEREAS, the term “participant” means an individual who has been determined to be eligible to participate in and who is receiving intensive services under WIA;

WHEREAS, the U.S. Department of Labor explicitly allows paid or unpaid internships or work experience to be provided to Adults and Dislocated Workers under WIA as intensive services¹;

WHEREAS, the U.S. Department of Labor further states that local Workforce Investment Boards are responsible for developing policies on the use and duration of paid or unpaid internships or work experience;² and

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA), the legislation that was signed into law in July 2014 and will replace the Workforce Investment Act of 1998, contains explicit reference to the ability to use WIOA funds to provide paid or unpaid internships or work experience to Adults and Dislocated Workers.³

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee that the attached “Exhibit A”, dated November 13, 2014, is adopted effective immediately.

¹ 20 CFR §663.200.

² 65 FR 49320 -49321.

³ Sec. 134 (c)(2)(A)(xii)(VII) of the Workforce Innovation and Opportunity Act (HR 103-83)

EXHIBIT A
MATERIAL TERMS OF THE
NEW YORK CITY WORKFORCE INVESTMENT BOARD
INTERNSHIP AND WORK EXPERIENCE POLICY FOR ADULTS

DEFINITION

Internships and work experiences are defined as planned, structured learning experiences that take place in a workplace for a limited period of time and are paid or unpaid.

USES

The NYC Department of Small Business Services is authorized to determine appropriate instances for establishing internships and work experiences. Appropriate instances are expected to contain the following two elements:

- The skills and experience are in-demand among local employers
- The internship or work experience will reasonably help the participant gain the skills and experience to meet local employer demand

An internship or a work experience may include apprenticeships or other forms of work-based learning. An internship or work experience may be a stand-alone activity or may be combined with other services or training.

REQUIREMENTS

Participant Eligibility

1. A participant must meet income eligibility requirements as determined by the WIB for participating in training services.
2. The program will require that a participant be assessed or develop an individual employment plan to determine if an internship or work experience is suitable and will help the individual achieve his or her employment goal.

Internship and Work Experience

3. Internships and work experiences will be planned, structured learning experiences:
 - a. The organization hosting an intern or providing the work experience will designate a supervisor to provide direction and feedback to the participant.
 - b. The participant will have a regular schedule of work hours.
4. Internships and work experience will take place in a workplace for a limited period of time.
 - a. Internships and work experience will be for a duration appropriate for the skill requirements of the participant's employment goal, the academic and occupational

skill level of the participant, the participant's work experience, or the participant's individual employment plan.

5. A work experience workplace may be with any type of organization – private for-profit, nonprofit, or public.
6. Participants who earn pay in internships or work experience will be compensated in compliance with all requirements of the Fair Labor Standards Act.

MONITORING

1. Participating employers must agree to cooperate with monitoring efforts as required by WIA legislation and adhere to all other applicable local, state and federal rules, regulations and administrative guidance.