

# **THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA**

## **WIOA ADULT & DISLOCATED WORKER INTERNSHIP POLICY**

**Revision Date: July 1, 2017**

## **The Mississippi Partnership Workforce Development Area WIA Adult and Dislocated Worker Internship Program**

### **I. Scope and Purpose**

The purpose of this policy is to detail the requirements and eligibility for the WIOA Adult and Dislocated Worker Internship program. The goal of the internship program is to help eligible adults and dislocated workers gain practical work experience and sharpen their leadership skills while getting paid while working.

### **II. Participant Eligibility**

Internships/Apprenticeships/Paid Work Experiences are allowable career service for adults and dislocated workers. Participants must be enrolled into WIOA in accordance with the MPWDA Eligibility and Data Validation Policy and be entered into OESS. In order for a participant to receive an internship, the participant must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board.

Individuals interested in the internship program must be eligible for WIOA career services and be in one of the following categories:

- A. Students in demand occupations in their last semester or shortly after graduation.
- B. Potential adult and dislocated workers who are on a waiting list for training to make sure that they are entering appropriate training field for their profession.
- C. Individuals interested in career exploration for a new field or individuals who have been out of the workforce for a period of time.

Staff must make sure that they do an initial assessment and have documentation in the participant file to state why an internship is needed or what the participant is going to gain by being on an internship. Case notes are imperative for the internship program and must be in place for local, state, and federal monitoring.

### **III. Employer Eligibility**

In accordance with the Mississippi Partnership Sector Strategy Plan, the following sectors will be the target sectors for the internship program:

- A. Advance Manufacturing

- B. Healthcare Field
- C. Information Technology
- D. Logistics – Warehousing, Transportation, & Distribution

Internships outside of the Mississippi Partnership Sector Strategy Plan may be allowed on a case-by-case basis to help with job placement. Prior written approval must be received from the fiscal agent prior to placing a participant into an internship outside of the Mississippi Partnership Sector Strategy Plan.

Employers must agree the terms and conditions outlined in the Worksite Agreement.

#### **IV. Parameters of Internship Program**

- A. Anticipated duration for Internship is no less than 160 hours and no more than 320 hours. Participant cannot exceed 40 hours per week.
- B. Pay rate will be based on the job that a participant will be working in, with the average pay rate being anticipated \$9 - \$12 in range. Pay will not exceed the amount that employers hire someone for entry level position.
- C. If the employer hires a participant full-time after internship, the employer may also receive OJT for additional training of the participant.
- D. Three Rivers Planning and Development District will procure for personnel services that will be responsible for payroll and worker compensation.
- E. WIN Job Center staff shall follow the internship program procedures set forth by Three Rivers Planning and Development District.

#### **V. Effective Date**

This policy is effective July 1, 2017.