

Policy Name: Internship Policy

Policy No: BGWIOA-N17-T18

Effective Date: March 14, 2017

Applies To: Adults, Dislocated Workers

1. **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.
2. **Background:** Does not replace any present policy.
3. **Definitions:**
 - a. **LWDA:** Local Workforce Development Area
4. **Policy:**
 - a. **Participant Eligibility:** Internships/Apprenticeships/Paid Work Experiences are allowable career services for adults and dislocated workers. Participants must be enrolled into WIOA in accordance with the LWDA Eligibility and Data Validation Policy and be entered into EKOS. Individuals interested in the internship program must be eligible for WIOA career services and be in one of the following categories:
 - Students in demand occupations in their last semester or shortly after graduation.
 - Individuals who have been out of the workforce for a period of time.
 - Individuals interested in career exploration in a new sectorStaff 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.
 - b. **Employer Eligibility:** The Bluegrass WIOA staff will target the following sectors:
 - Advanced Manufacturing
 - Construction
 - Healthcare
 - Information Technology
 - Transportation & LogisticsEmployers must agree to the terms and conditions outlined in the Worksite Agreement
 - c. **Parameters of Internship Program:**
 - i. Anticipated duration for Internship is no less than 160 hours and no more than 320 hours. Participant cannot exceed 40 hours per week and internship amount cannot exceed \$8500.
 - ii. Pay rate will be based on the job that a participant will be working in. Pay will not exceed the amount that employers pay for the position.
 - iii. If the employer hires a participant full-time after internship, the employer may also receive OJT for additional training of the participant, if further skill development is documented.
5. **Procedure:** Refer to Section 4. Policy in regards to general adherence. Additional questions should be directed to the Business Services Manager.