



EMPLOY MILWAUKEE DESK AID

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WIOA Youth Work Experience (WEX)

Overview - The services under this program element provide planned, structured learning experiences that take place in a workplace for a limited period of time. Services are focused on providing participants with opportunities for career exploration and skill development. A participant's paid or unpaid work experience must be tied to the goals identified in his/her individual service strategy.

Work Experience Documents – Required documents include:

- WIOA Title 1 Youth – Subsidized Work Experience Authorization Form
- Worksite Assignment – Subsidized Work Experience Participation Agreement Form
- Worksite Agreement (Must re-sign after every program year)
 - Must include Non-expired Certificate of Liability Insurance (Copy provided to EMI with each new position or placement at identified worksite)
- I-9 Form (unexpired)
- W-4 Form (current year)
- WT-4 Form (current year)
- Work Permit (if applicable – only required for youth 14 or 15 years of age)
- Participant Handbook Receipt of Orientation (Must review handbook with participant)
- ISS Printout with required signatures

Work Experience Process - Career planners collaborate with participants and worksites to identify a position that aligns with participant's ISS and career goals.

- A work experience must include both occupational and academic education components.
 - Academic component should outline what type of educational learning participants will receive during their WEX and contain language such as participant will “learn” or “research.”
 - Academic component should also be included in ASSET>Comprehensive Assessment>Education comments.
- WEX may not exceed 6 months in duration. WEX durations may vary case by case at the sole discretion of EMI.
- Participants may not exceed allotted hours per week (29 hrs/wk – OSY & 20 hrs/wk – ISY).
- Participants may not exceed 8 hours per day.
- Participants must have 8 hours of rest/non WEX hours between shifts.
- Participants may not work overnight hours, split or swing shifts.
- Participants must adhere to current WI Child Labor Laws and work schedule. **The information listed immediately below was current at the time this document was last reviewed.**

- Participants 14 and 15 years of age must obtain a work permit before permitting them to work.
- Maximum Hours of Work for 14- and 15-year-old minors

Maximum Hours of Work for 14 & 15 year-old minors	After Labor Day through May 31	June 1 through Labor Day
<u>Daily Hours</u>		
Non-School Days	8 hours	8 hours
School Days	3 hours	3 hours
<u>Weekly Hours</u>		
Non-School Weeks	40 hours	40 hours
School Weeks	18 hours	18 hours
Permitted Time of Day	7 am - 7 pm	7 am - 9 pm

- State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15.
- Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

* Use the O-NET code and Labor Market information as a guide for determining work experience wages.

Data Entry - ETO

- W-4 and WT-4 information must be recorded into ETO W-4 touchpoint:

W-4						
W-4						
Take Action	Program	Last Updated By	W-4 Signature Date:	W-4 Exempt?	W-4 Filing Status:	Allowances Claimed
+	WIOA Youth - DWS OSY - 2. Enrolled		1/13/2025	No	Single or Married filing separately	
+ New						

- Career Planners need to follow up with participants to ensure participants attended the first day. Once it is confirmed that participant is working, an employment record should be recorded in ETO under the Employment touchpoint. Enter:
 - Start Date*
 - Employment type should be categorized as "Paid Work Experience"
 - Anticipated End Date*
 - Employer
 - Employment Title
 - Wage
 - Hours per Week

*Start dates and anticipated end dates must match the dates on the signed participation agreement.

Employment Records												
Employment Records												
Take Action	Program	Last Updated By	Funding Source:	Employment Type:	Employment Start Date:	Anticipated Employment End Date	Employer:	Employment Title:	Termination Date:	Reason for Dismissal:	Current Hourly Wage:	Hour Per Week
+	WIOA Youth - DWS OSY - 2. Enrolled		WIOA Youth Services (OSY) - FY24	Paid Work Experience	2/6/2025	8/6/2025	Living Made Easy Homes LLC	Home Health Aides	2/17/2025	Attendance	\$14.50	29
+ New												

- Upon conclusion of WEX, Career Planners enter:
 - Termination Date
 - Reason for Dismissal

Data Entry - ASSET

- Planned Open and Close Dates must match the dates on the signed participation agreement.
- Once it is confirmed that participant has begun, an Actual Open Date must be entered into the Work Experience Service using the first day they reported to work.

Service Name	Area	Fund	Open	Close	Office	Staff	Participation Causing
Work Experience: Employment Opportunity	YTH	WIOYT	02/06/2025		1839		Yes

* Job Title:

Home Health Aides

Occupational Category:

* O*Net Code:

31-1121.00

Find O*NET

Select NAICS

Link to NAICS

* NAICS Code:

999999

Unclassified

* Training Schedule Type:

☐ Full Time ☒ Part Time ☐ Both

* Pay-For-Performance:

☐ Yes ☒ No ☐ No Response

Provider Name:

Living Made Easy

Provider Text:

29 Hr. Per Week/Part-Time

Add Document

Upload Documents:

- Only .doc, .docx, .xls, .xlsx, .gif, .jpg, .pdf and .png documents can be uploaded.
- The file name cannot contain special characters (such as @, &, #).
- Your documents will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.

Select Program:

Title 1 - Youth

Select Purpose:

Work Experience

Add Program/Purpose

- Upon conclusion of WEX, Career Planners enter:
 - Termination Date
 - Reason for Dismissal

Case Notes

- Work Experience case notes should be entered a minimum of bi-weekly.
 - Prior to start date, document:
 - Worksite name, Job Position/description, start date, work schedule, and wage
 - WEX packet submitted to EMI for approval
 - Start date and after case notes include, but not limited to:
 - CP confirmation that participant attended their first day
 - Bi-weekly summary of what was learned, experiences, troubleshooting, academic component outcomes, progress report, etc.
 - Last Day Worked

Time Sheets

- Confirm the participant has started their work experience.
- Career Planner adds youth to the WIOA Youth ADP spreadsheet ([ADP Registration Code Tracker](#)) so Fiscal Dept. staff can email the youth their ADP registration code.
- Career Planners assist participants with setting up ADP (See ADP Employee Self Service Registration within EMI Participant Handbook).
- Career Planners review and initial timesheets to ensure hours are accurate, consistent with the agreement and compliant with applicable labor laws and seek corrective action, as necessary.
- Time sheets are due to EMI following the EMI payroll schedule and no later than noon.
- Timesheets are uploaded into ASSET Documents with case notes identifying the timesheet's pay period.
- Career Planners ensure Mid-Point evaluations are timely and completed by worksite then uploaded into ASSET>Documents.

Common WEX Errors

- Missing signatures
- Not closing out work experience in ASSET and ETO upon termination
- Expired documents (e.g., Certificate of Liability Insurance, eligible to work in the US documentation)

Sources:

- WIOA 10.5 [Program Elements](#), Program Element 3
- [Wisconsin Employment of Minors Guide - Department of Workforce Development](#)
- For further information about the WI employment minor laws, call the Equal Rights Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.

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