

## **EMPLOYERS' TRAINING RESOURCE**

**2<sup>nd</sup> Bidders Meeting- April 28, 2022 at 3:30 pm**

### **RFP for WIOA Work Experience for Out-of-School Youth**

Summary: ETR is looking for a provider or providers for subsidized work experience for out of school youth. All youth will be referred by the EPIC center.

#### Highlights

- Our Workforce Development Area's allocation for PY 2022-2023 is not known yet. ETR expects to have \$750,000 in WIOA youth funding available to fund WEX-only programs. There is no set limit on cost per participant, but costs should be justifiable in terms of the population served and services provided.
- The proposals are due May 5, 2022 by 4:00 PM PDT.
- WIOA defines an Out of School Youth(OSY) as an individual who is: not attending any school; not younger than age 16 or older than 24 at time of enrollment; and one or more of the following:
  1. School dropout;
  2. A youth who is within age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
  3. A recipient of a secondary school diploma or its recognized equivalent who is low-income individual and is either basic skills deficient or an English language learner;
  4. An offender;
  5. A homeless individual, a homeless child or youth, or a runaway;
  6. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C 677), or in an out-of-home placement;
  7. An individual who is pregnant or parenting;
  8. An individual with a disability; or
  9. A low-income individual who requires additional assistance to enter or complete educational program or to secure or hold employment.
- Focus is on out-of-school youth, 18-24, as Kern County has a high rate of disadvantaged youth.
- Proposers, whether previously funded under WIOA or not, should have a demonstrated history of expertise in keeping this population sufficiently engaged. Proposers should have a history of success in developing work sites with host employers, managing work experience participants and complying with the Affordable Care Act, the Healthy Workplace, Healthy Family Act of 2014 (California "Sick Leave Law"), SB1343 Sexual Harassment Prevention Training. Must also ensure compliance with all Child Labor Laws as applicable.

- With the work experience program, all participants must be given Sexual Harassment Prevention Training before or on the first day of work.
- Funded providers will accept an agreed upon number of referrals from ETR/EPIC for the work experience component. Provider(s) will be the employer of record with all necessary insurances, administer worksite agreements, provide payroll services, and monitor client activities. Work experience providers will be responsible for compliance with applicable provisions of the Affordable Care Act, the Healthy Workplace, Healthy Family Act of 2014 (California “Sick Leave Law”), SB1343 Sexual Harassment Prevention Training. ETR and WEX providers will work closely together to ensure that participants receive the duration/amount of work experience specified in their referral, that worksites match participants interests and goals to the extent possible, and that any difficulties that arise are communicated to ETR promptly. WEX providers will not be responsible for Follow-Up or any of the other elements of service or data entry into CalJOBS systems but will be required to keep case notes on participants while in work experience sufficient to document activity and progress.
- While the provider(s) will negotiate a set number of referrals from EPIC, provider(s) may also propose a number of reverse referrals. A reverse referral is a proposed participant from the provider, who meets the eligibility requirements of WIOA that is referred to EPIC for enrollment. If the proposed participant does meet WIOA eligibility requirements for an OSY and is enrolled by EPIC, that participant will then be referred to the provider for work experience.
- Here are some statistics for the EPIC Center:

	<b>PY 2018-19</b>	<b>PY2021-22 Year to date</b>
<b>Number of OSY enrolled by EPIC</b>	178	190 (59 carried over)
<b>Number enrolled in PWEX</b>	40	32
<b>Number enrolled in OJTs</b>	3	34
<b>Number enrolled in training</b>	14	32
<b>Number of OSY exited</b>	93	67

- Work experience providers should keep the following in mind when developing budgets
  - CA minimum wage of \$15/hour for employers with 26 employees or more; employers with less than 26 employees, \$14/hr.
  - Work experience should be 32-40 hours per week, for a duration of 12 weeks, for a total of 384-480 hours per participant. You may propose a range or a set number of hours per week, depending on the structure of your program. Maximum hours worked per week should allow for regular contact with participants. Contract will be written to allow for flexibility on a case-by-case basis for participants who need additional hours.

- As the Employer of Record, your budget should include FICA and Workers' Compensation coverage, but Unemployment Insurance is not required. Youth will not be eligible for unemployment.
- We need one original proposal and one copy in electronic format on flash drive. Proposals are due May 5<sup>th</sup>, at 4pm.

## Q&A

- Q: If we put in the application, for let's say 30 but we are going to do reverse referral for 10, but we end up not finding the 10. Would we still be able to do 30 or once we say we are going to do 10 and once we find them and they end up not being eligible when we send them, what happens?
- A: All of that is negotiable in the contract.
  
- Q: For the hard copies, do they need to be wet signatures or can they be electronic signatures for the documents that require signatures?
- A: ETR will accept an electronic signature but will probably follow up and ask for wet signature should your proposal be funded.
  
- Q: How will it work?
- A: Providers that are funded will negotiate how many participants from EPIC, reverse referrals, as well as negotiate costs. EPIC will need all the contact names for staff working the program so that way they will know who to speak to regarding the youth. EPIC will provide information regarding the student's interests so that you can develop a worksite based on youth's interests/goals. With work experience, you must visit the worksite at least once while the participant is there to get feedback from the participant and the employer. Keep good case notes while participant is in your care. Once the work experience is over, you will speak to supervisor and have that supervisor evaluate the student's work.