



WIOA Youth Programs Workforce Connect

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Commissioner

Internship Program Guidelines

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www.nyc.gov/dycd

General Guidelines

- All Train & Earn providers must provide 50% of their service level with internships.
- Only **current PY** participants who are officially **enrolled** in a Train & Earn program can participate. If a participant has been exited, that individual cannot take part in an internship component.
- Participants who have been assessed and deemed *job-ready* by the Train & Earn provider staff can take part in an internship experience.
- Participant Evaluations **MUST** be done twice. (Once in the middle of the internship and once at the end of the internship)
- *Work Readiness* **MUST** be completed by all participants and validated by your Program Manager prior to taking part in an internship. If a participant is placed in internships and hours have not been worked, that participant can be **DE-ENROLLED** from YEPS. You will then be required to provide justification as to why the participant did not complete their internship. If a participant is de-enroll, he/she must complete work readiness before they will be re-enrolled in YEPS for internships, and it must be validated by your Program Manager.
- Train & Earn providers are strongly encouraged to develop internship sites in the occupational sector that is *closely* aligned to the occupational training given to participants.
- Train & Earn providers will be responsible to complete I-9 and W-4 forms on all interns. Also, monitoring for all APPROVED worksites are required to be done **once a month**. This will vary depending upon the participant's Train & Earn internship start date. If you do not have any participants assigned to a worksite for any given month, please place a letter on your agency's letterhead stating this in the worksite folder
- Projected WIOA Train & Earn Internship Program term: **October 2, 2023 – August 17, 2024 (end date subject to change)**
 - a) NOTE: Start dates for each intern will vary, depending upon the participant's program enrollment start date
- Wage: \$18.00/hour
- Maximum number of hours allocated to each intern: 175 hours
 - a) Max. # of hours an intern can work during the week: 40 hours
 - b) Maximum number of hours per day: 8 hours
- Participants **under the 18 of age must** have working papers prior to being placed at an internship site.

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Auxiliary aids and services are available upon request to individuals with disabilities.

Worksite Entry in YEPS

➤ ***Returning Train & Earn providers***

- a) Worksite information may be imported from a previous internship. **All information must accurately reflect the documents submitted. In addition to submitting PY 23-24 worksite approval documents. Worksites will not be approved if the information is not entered accurately.** If you are using a new worksite their information must be manually inputted as a new worksite.

➤ ***New Train & Earn Providers***

- a) All worksite information must be manually inputted as a new worksite.
Worksite agreements must be submitted for all worksites.

Remote Internship Worksites

You may offer a remote internship work experience. However, all remote worksites must adhere to the following:

- Justification of how your remote internship work experience relates to your Train and Earn occupational credential is **REQUIRED**.
- For PY 23-24, remote internships can account for up to 25% of your total worksites.

WIOA Train & Earn provider's responsibilities

- Develop appropriate worksites for participants.
- Enroll youth in the YEPS system.
- Place participants at the internship sites.
- Conduct monitoring of internship sites must be done **once a month. If you do not have any participants at the worksite during any given month, please state this on your agency's letterhead and place it in the worksite folder.**
- Submittal of Train & Earn Internship Projected Schedule.
- Maintain and track timekeeping and payroll for interns in the YEPS system.
- Open Internship Services in PTS, as required by CVU.

PTS responsibilities

- **Train & Earn providers must open the service in PTS for each participant that will be engaged in the internship component**

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- Interactions (case notes) and attendance must be entered each month for each participant who is engaged in an internship.

Online Educational Component (optional)

You may offer online courses for work experience for up to 90 hours of the 175, as education is allowable as a work experience activity.

- Identify the platform, courses, and hours of each course they would like to use. The platform MUST provide reports on individual users' time spent on activities and completion of courses.
- Justification how the course(s) chosen to support the development of workforce skills and occupational training related to their program is **REQUIRED**.
- MUST maintain activities and hours reports on each individual participant using the platform and make these reports available for inspection by DYCD's internship team, auditors, and any other oversight.
- Must provide samples of such reports to DYCD for review and approval before use of these platforms can begin.
- The program director must sign timesheets.
- The other 85 hours must be comprised of work experience, either remote or in person.
- MUST provide the names of the participants taking the online courses.

Background Checks/Requirements

Background checks is where a business or organization identifies the best candidate through examining education and employment history, civil and criminal records, financial records, and references. Examples of industries that usually require some form of background check for all employees and volunteers include:

- Home Healthcare
- Financial Services Insurance
- Education Gaming
- Child Care Hospitality
- Information Technology

All Department of Youth and Community Development's (DYCD) Youth Workforce Development providers when assigning participants to a worksite must ascertain whether they will be subject to a background check, and coordinate with the employer to ensure it is completed in a timely manner. If an employer refuses to conduct a mandated background check on a participant, the participant **will not be allowed** to continue the

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assignment and must be transferred immediately. Also, you must verify/follow-up to make sure all background checks are completed before placing the young person at any worksite that requires such clearances.

All costs associated with background checks are the responsibility of the employer/worksite.

Incident Reporting

- **24-Hour Notice:** Providers must notify DYCD of an Incident within 24 hours by telephone or e-mail.
 - Notifying DYCD should never delay or interfere with responding to incidents. Emergency actions, such as calling for an ambulance, should always take precedence.
- Providers **must submit a completed** DYCD Incident Report Form via EMS within 24 hours of the incident. Notification of Incident Report submission must be sent to:
 - Alaysha Johnson, OSW Internship Coordinator
aljohnson@dycd.nyc.gov
 - Rosa Toro, Director OSW Programs rtoro@dycd.nyc.gov
 - Elizabeth Acevedo, Luis Concepcion Deputy Director, OSW Programs
eacevedo@dycd.nyc.gov and lconcepcion@dycd.nyc.gov
 - Your Program Manager
- The following forms must also be completed:
 - C-2F First Report of Work-Related Injury
 - C-3 Employee Claim Form
 - C-11 Employee's Change in Employment Resulting from Injury Form
 - C-240 Employer's Statement of Wage Earnings Form

Training for YEPS

- ***CSS has provided the following alternatives***
 - a) Video via email
 - b) Step by Step phone training