


WORKFORCE SOLUTIONS SOUTHEAST TEXAS BOARD POLICY LETTER

Directive:	22-03, Change 1
Date:	August 22, 2022
Keyword(s):	Choices/NCP
Effective:	September 1, 2022

TO: Workforce Solutions Southeast Texas-- Centers Contractor

FROM: Mary Hammon, Executive Director 



SUBJECT: **Choices, and Non-Custodial (NCP) “*Work Experience Wage*” – Update**

PURPOSE:

To provide ***Board Administrative staff and*** the Workforce Solutions Southeast Texas Center Contractor staff with ***the updated*** Workforce Solutions Southeast Texas-Board (WSSETB) Work Experience Wage for developing job sites for the use of paid work experience to assist individuals with obtaining skills needed to secure unsubsidized employment leading to self-sufficiency.

Changes to Directive 22-03, Change 1 are in a Purple Bold Italicized font. The effective date for these changes is September 1, 2022.

REFERENCE:

-  Texas Workforce Commission Choices Guide
-  Texas Workforce Commission Non-Custodial Guide

BACKGROUND:

Workforce Solutions Southeast Texas-Center Contractor and staff may use various work activities to assist participants with acquiring skills needed to become competitive in the job market and secure employment leading to self-sufficiency. These work activities may include Work Experience, Unsubsidized Employment, Community Service, etc.

POLICY/PROCEDURES:

In order to access these aforementioned work activities, staff must follow guidelines associated with the funding streams, WSSETB policy, and in-house procedures to ensure a smooth transition to unsubsidized employment.

Each of the applicable program guides provides general guidelines and a uniform approach for work experience.

This Policy Directive provides ***Board Administrative staff and*** the Workforce Solutions Southeast Texas Centers Contractor and staff with the wage to be paid to the Choices, and NCP participants that are participating in a Paid Work Experience (WEX) activity.

WEX Funding/Duration Limits:

WEXs are subject to a maximum duration of six (6) months with a \$5,200 maximum funding limit per person per program year (July 1 thru June 30).

When determining the duration of a WEX activity, the following should be considered:

- Objectives of the WEX;
- Length of time necessary for the participant to learn the skills identified in the Individual Service Plan; and
- The employer having sufficient quantity of meaningful work activities for the participant

A PWE agreement shall be limited to the period of time required for a participant to become acquainted or reacquainted with basic work experience/skills and be introduced to the particular work experience/skills of the type of industry and occupation for which the participant has been placed into. In determining the appropriate length of the agreement, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's Service Plan.

PWE agreements shall not exceed six months (6) unless there is documented justification and written approval from the Board.

Paid Work Experience for Choices is \$12.00 an hour for at least 20 hours a week but no more than 30 hours a week.

Paid Work Experience for NCP is \$12.00 an hour for at least 20 hours a week but no more than 40 hours a week.

Unpaid WEX can be for 9 months with a possible extension based on warranted circumstances.

RESCISSIONS:

Directive 22-03, issued February 3, 2022, and entitled “Choices, and Non-Custodial (NCP) “Work Experience Wage”

ACTION REQUIRED:

Contractors must ensure that appropriate staff is:

- apprised of and complies with the Work Experience requirements in each applicable program guide.
- ***aware that the Wage for Choices, and NCP, Paid Work Experience is \$12.00 an hour.***

INQUIRIES:

Please direct all inquiries in regard to this Policy Directive to Eva Hebert of Workforce Solutions Southeast Texas Workforce Development Board via email: eva.hebert@setworks.org.