

Memo

To: Career Centers
Refugee Partners Providing Career Advancement Program Services

From: SFW Adult Programs

Date: September 6, 2007

Re: Work Experience

The purpose of this memo is to amend the lifetime time limit for assigning "Work Experience" as a countable activity as outlined in Work Requirements Memo issued August 31, 2007, and to provide additional guidance relating to changes as a result of the signing of House Bill 1301.

Lifetime Limit - Work Experience

Effective 7/1/2007 Work Experience as a countable activity is limited to 6 months.

Changes as a result of House Bill 1301:

Participants assigned to work experience may be engaged in a worksite with a for-profit entity or a not-for-profit entity. The Career Center must ensure the employer is informed of and consents to follow displacement laws and local operating procedures established by the RWB;

Participants assigned to a work experience worksite are not required to engage in a classroom educational program.

ACTION REQUIRED:

The Career Center must review all cases to ensure that the appropriate action is taken according to the local operating procedures and to ensure that the activities conform to both Federal and State laws.