

SSA Intranet

Work Experience

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TL:

WEX

Work Experience (WEX) is an assignment with a public or private sector non-profit or for-profit employer that helps provide basic job skills or enhances existing job skills in a position related to the participant's experience. Work experience assignments may be either paid or unpaid and are limited to 12 months unless the Case Manager (CM) and participant agree to extend this period by an amendment to the Welfare-To-Work Plan (WTW2/3).

REFERRALS

WTW participants can currently only participate in WEX through:

1. A referral to the Department of Labor (DOL) Workforce Investment Board Welfare-to-Work Program.* The participant must meet the DOL program eligibility criteria before WEX can be considered (see WTW Procedure 281, Workforce Investment Board Welfare-to-Work Program) or;
2. A WEX program created by community colleges for certain SIP participants. The college will contact the CM prior to assignment
3. Other programs to be developed after this writing, information on which will be provided via separate cover

*WEX program availability through the DOL program is very limited and must be negotiated with the WIB CM.

DOL PROGRAM WEX ASSIGNMENTS

The SSA CM and WIB CM will explore a variety of options for work activities. If WEX is an appropriate placement, the WIB CM will place the participant in one of their WEX sites.

COMMUNITY COLLEGE WEX ASSIGNMENTS

Certain campuses may explore a limited number of unpaid work experience assignments when work-study availability is limited. The purpose of this type of work experience is to maintain participation and provide the participant with experiences that will enhance their employability.

GIS/SMART

For those participants participating in WEX as one of their DOL program activities, both the GIS components PIC and WEX will remain concurrently active. Participation hours will be recorded into the appropriate component on the PART screen.

For those participants participating in WEX through a community college program as part of their SIP, both the SIP and WEX components will remain concurrently active. Participation hours will be recorded into the appropriate component on the PART screen.

Within GIS, a placement will be recorded for a **paid** WEX assignment, but not for an unpaid WEX assignment.

SMART narratives and other screens will be updated as appropriate.

PAID WEX VERSUS UNPAID WEX

Paid WEX is not subject to FLSA regulations. Income derived from paid WEX is treated as regular income from employment and is countable for cash aid and Food Stamps.

Unpaid WEX is subject to FLSA regulations and the minimum wage-based computation (SFSP/COMP) must be applied to these hours (see WTW Procedure 227.2)

REFERENCES

- WTW Procedure 227.2
- WTW Procedure 281