



POLICIES AND PROCEDURES

POLICY TYPE:	WIOA Youth Program Funding Caps and Limitations
EFFECTIVE:	July 1, 2024
REVISED:	July 1, 2025

PURPOSE

The purpose of this policy is to communicate to Lane Workforce Partnership's Service Provider(s) funding cap limits for all Youth Programs including Workforce Innovation and Opportunity Act (WIOA) and LWP Special Projects funded supportive services, training services (including On-the-Job Training), and work experience.

POLICY

Lane Workforce Partnership strives to assist all customers in achieving self-sufficiency, through earning wages that allow for basic necessities while not requiring any public aid, support, or external assistance. Self Sufficiency is determined on an individual basis considering family size and other financial contributions to the family income. Direct participant expenditures may not exceed the caps listed below per enrollment episode. Funding caps are not intended to be a lifetime cap. Should a participant exit from services and need to be re-enrolled, Contractor shall seek approval from LWP Director of Workforce Programs prior to providing additional fiscal supports.

Additional detailed guidance about specific items of cost is provided in the LWP Youth Support Service Policy located on the website at: www.laneworkforce.org.

Supportive Services

Supportive Services payments are only to be made in accordance with the Lane Workforce Partnership's Supportive Services Policy. The requirements for Supportive Services are as follows:

- The service is necessary for the participant to successfully complete training and/or career services, which includes job search assistance.
- The mileage reimbursement rate is set at .50 per mile.
- Supportive services are capped at, and may not exceed, \$750 per person. This cap is inclusive of all supportive services and funds combined.

Training Scholarship Awards

While rare, training scholarship's for youth are an allowable use of WIOA funds. Scholarship awards are only to be made in accordance with the Lane Workforce Partnership's training policy. The requirements for training scholarship awards are as follows:

- The award cap may not exceed \$5,000.
- Training must be anticipated to end in one year or less from the date of the award.
- For participants engaged in multiple year training programs, only the final year of training may be funded by program funds.

Youth Work Experience or Paid Internship

Youth Work Experience (WEX) or Paid Internship payments are only to be made to youth participating in paid work experience/internship opportunities that align with the youth's career goals as identified on the Individual Service Plan (ISP). The requirements for Youth Work Experience/Paid Internship are as follows:

- Enrolled In-School Youth may only participate in one work experience/internship opportunity while they are in high school and one work experience/internship opportunity following graduation from high school.
- Enrolled Out-of-School youth may only participate in one work experience or paid internship opportunity.
- The paid work experience/internship may not exceed 200 hours per youth.
- The work experience/internship wage paid to the youth may not be below the current minimum wage rate as set by the State of Oregon for Lane County.
- WIOA Adult eligible youth who successfully complete work experience or a paid internship may participate in an On-the-Job Training (OJT) opportunity that leads to un-subsidized employment.

EXCEPTION: The above caps for work experience may be exceeded based on individual needs to include but not limited to:

- The youth is a person with a documented disability and requires additional support to realize success toward achieving unsubsidized employment.
- The youth has never worked and is experiencing difficulty in acquiring work-ready skills which can be corrected with an additional work experience opportunity. Participants may not receive more than two paid work experience opportunities.
- The youth has been actively engaged in program services for more than one year and has experienced challenges related to homelessness, foster care, parenting youth, basic skills development, and English language which have created barriers to the youths' success in becoming employed in unsubsidized employment.

On-the-Job Training

OJT payments are only to be made in accordance with the Lane Workforce Partnership's Training Policy. The requirements for OJT are as follows:

- OJT Agreements may not exceed \$5,000 per youth participant.
- The OJT may only reimburse up to 50% of the wage paid to the participant during the training period.
- The OJT wage must be no less than \$17 per hour if employer sponsored benefits are provided and \$20 per hour if employer sponsored benefits are not provided.

ISSUED:

Issue Date: July 1, 2025

LWP Director of Workforce Programs