

WAGE SERVICES FOR VR PARTICIPANTS IN PAID WORK EXPERIENCE (PWE)

2.4.1 Orientation and Coordination Meeting

The purpose of this meeting is to establish communication, applicable points of contact for Boards and TWC-VR staff, and local procedures for sharing necessary paperwork and payment information.

The Board must document the procedures and provide a copy to TWC-VR staff.

Workforce Development Board Name:

Workforce Development Board Contractor Name(s):

TWC-VR Region:

TWC-VR Management Unit(s):

Points of contact:

BOARD			
Name	PWE Role	Phone number	Email

BOARD CONTRACTORS			
Name	PWE Role	Phone number	Email

TWC-VR			
Name	PWE Role	Phone number	Email

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Student hourly wage consistent with other WIOA Title I Youth Formula programs (Indicate the established student hourly wage):

Board's exceptions and exclusions for types of businesses or worksites eligible for PWE (Include specific worksites, job titles, and/or tasks):

Shared information on jobs and worksites available to participants (Include worksites based on the local labor market and established relationships with area employers):

Required information and documentation to set up a participant to receive wages (Include referral information and documentation required for onboarding):

Local coordination and referrals (Outline the process, identify points of contact, and their roles):

Transmitting personally identifiable information (PII), including the use of encryption software for email correspondence (Discuss what personally identifiable information (PII) is, and outline the process of sending and receiving encrypted email correspondence containing personally identifiable information):

Coordination for obtaining and processing timesheets and payroll, including the frequency at which students will receive payment (Identify the roles and responsibilities by VR, the Board, and the Board Contractor throughout the process; Establish timesheet receiving schedule and expectations for timely processing):

Criminal background checks or drug screenings when required by the employer (Establish the communication and coordination process for when a criminal background check and/or drug screening when required by the employer):

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Other (specify):

Note: Boards must notify TWC-VR thirty (30) days in advance of changes in the Board's contractor, hourly wage rate, or exceptions or exclusions to the type of worksites or businesses.