**WEX Plan Completion Instructions & Clarification**

* Trainee Name: Record the participants first and last name.
* Classroom Training/Credentials: If the participant will require classroom training or a credential to obtain employment in his/her career goal occupation, list the name of the training or credential needed/obtaining. If classroom training or a credential is not needed, record N/A. This does not include soft skills or work readiness training.
* WEX Job Title: Record the WEX job title as listed on the job description
* Job Description: Attach the job description obtained for the WEX. If the job description is from the employer, record a check mark by employer. If the job description if from O\*NET, record a check mark by O\*NET. These are the only two approved sources for job descriptions.
* Start Date: Record the date of the first day of work. (The date should match the date listed in the WEX Contract/Agreement under “WIOA Youth Work Experience Participant(s) Assigned” Start Date. If the dates do not match, a case note is needed documenting the reason).
* End Date: Record the scheduled date for last day of work. (The date should match the date listed in the WEX Contract/Agreement under “WIOA Youth Work Experience Participant(s) Assigned” End Date. If the dates do not match, a case note is needed documenting the reason).
* Work Days: Record the days of the week the participant is **scheduled** to work. If there is a variation please record.

 For example, Monday, Wednesday & Friday - week one; Rotate week two – Tuesday & Thursday.

 There should be documentation in case notes of any changes in the participant’s work schedule.

* Work Hours: Record the time/hours per day that the participant is **scheduled** to work. If there is a variation please record.

 For example, 9:00 am to 3:00 pm M-Thurs; 8 am to 12 pm Friday.

 There should be documentation in case notes of any change in the participant’s work hours.

* Hours Worked Per Week: Record the total number of hours that the participant is **scheduled** to work per week. If there is a variation please record.

For example, the worksite supervisor indicated that he/she only needs the participant to work 20 hours a week. But on some weeks may need the participant for 29 hours. The participant’s scheduled work hours will be 20 hours a week and maximum work hours of 29 hours.

Work Hours: Scheduled – 20 hours per week; 29 hours per week maximum

 There should be documentation in case notes of any change in the participant’s work hours.

* Starting Hourly Wage: Record the WEX beginning hourly wage.
* Ending Hourly Wage: Record the anticipated ending hourly wage taking into consideration any increases that may be awarded per employer policy.
* Maximum Worksite Training Hours: Record the maximum number of hours that the participant will work at this worksite. This cannot exceed their Tier 1 allowance of 320 hours. Please remember that the participant has 320 hours to explore “ALL” potential careers. For Tier 2, cannot exceed a total of 720 (including all Tier 1 hours).
* Maximum Training Hours (Program Year): Record the maximum number of hours that the participant is anticipated to work for the program year (July 1st – June 30th). This should never exceed their allotted 720 (program maximum).
* Worksite Name: Record the WEX worksite name.
* Worksite Address: Record the WEX worksite physical address.
* Worksite Telephone #: Record the WEX telephone number where the worksite supervisor can be reached.
* Trainee Supervisor: Record the name of the WEX supervisor.
* Title: Record the job title of the WEX supervisor.
* Phone/E-mail: Record the phone number and e-mail address of the WEX supervisor.
* Pay Schedule: Select the pay schedule for the WEX participant.
* Ratio Of Trainees To Supervisor: Record the number of trainees to the number of supervisors at the WEX worksite.
* Previous Work Experience Job Titles: Record **all** job titles the participant has since enrolled for **all** WEX(s). If this is the first WEX, record N/A.

Job Skills Needed for WEX Occupation

* Previous Job Skills – List skills acquired from all previous jobs, subsidized and unsubsidized.
* Job Skills Needed – List the major job duties for the WEX position.

***Once packet is complete (and signed), upload into NCWorks***