**Instruction on completing The WIOA Work Experience Worksite Agreement**

1. Write in the Youth Services Provider Name and the Worksite Agency (Employer) Name. For example: EDSI, City of Washington
2. Write in effective dates of the Agreement. This can be for a short timeframe or the entire program year. End date cannot be any later than June 30 of each program year.
3. Complete Page 4:
	1. Complete the section for the Lead and Alternate Supervisor making sure to include all requested information.
	2. Authorized Signatures: BOTH the Career Advisor AND the Employer MUST sign the Agreement before it is forwarded to the Youth Program Supervisor for review, approval, and signature. Again, making sure all boxes are completed.
	3. Check whether the Employer is a “Tier 1” or “Tier 2” site
	4. Youth Program Manager should review the following BEFORE signing:
		1. Is the Employer job description attached?
		2. Is the Prevailing Wage Form completed and attached, following Policy?
		3. If not, is an ONET job description attached?
		4. If Wayne calculated the Prevailing Wage, is the Wage Calculation Form attached?
		5. Is the Work Plan attached and correct?
		6. If anything is missing, documents should be forwarded back to the Career Advisor and corrected
		7. Once you approve and sign, forward packet back to the Career Advisor to upload in NCWorks
4. Complete Page 5:
	1. If the Worksite will be a different physical location than the mailing address listed on Page 4, complete the box at the top of Page 5.
	2. Participant Assignment:
		1. Add Participant name and additional requested information
		2. Select “Tier 1” or “Tier 2”, based on selection made by employer on Page 4
		3. Add Emergency Contact Information
		4. If Worksite will be outdoors; add inclement weather arrangements provided by employer
5. Modifications:
	1. IF any of the information from Pages 1 through 5 change during the work experience, the Career Advisor should complete Page 6 and note changes and obtain signatures. Once signed by all individuals, the Modified Agreement should be uploaded in NCWorks, with a notation as “MODIFIED WORKSITE AGREEMENT”.
		1. Changes could be items listed on Page 6 or the following (*but is not limited to):*
			1. Begin and/or End date changes
			2. Changes in worksite location
			3. Changes in Supervisors
			4. Extensions and/or Terminations, regardless of reason

Work Experience Packet includes:

1. Work Site Agreement
2. Work Plan
3. Employer Job Description or ONET Job Description
4. Prevailing Wage Form or Prevailing Wage Analysis (from Wayne)