

Work Experience Monitoring Checklist for Service Providers

Participant Name:

Work Experience Site #1:

Start date: End date:

Work Experience Site #2:

Start date: End date:

Work Experience Site: #3:

Start date: End date:

*Preparing for the WEX:*

1. Is the Work Site Agreement completed, signed, and uploaded? Yes 🞏 No 🞏

*The Work Site Agreement must be signed prior to the participant starting*

*their work experience (WEX). The end date on the front page cannot extend*

*past June 30. Corporate agencies: please ensure that the individual has the*

*authority to sign a legally binding document on behalf the ‘corporation’.*

*Most do not, it has to be done at corporate level. Local Area Staff can assist you with making these contacts and assist with agreement negotiations.*

*If something changes; the modification page must be completed, signed,*

*and uploaded into NCWorks.*

1. Is the Work Plan Packet completed, signed, and uploaded? Yes 🞏 No 🞏
	1. Work Plan? Yes 🞏 No 🞏
	2. Employer Job Description? Yes 🞏 No 🞏
	3. Prevailing Wage Form (using Employer Job Description)? Yes 🞏 No 🞏
	4. If ONET job description is used, did the Local Area calculate Prevailing Wage? Yes 🞏 No 🞏

Did you include Prevailing Wage Form he emailed to you? Yes 🞏 No 🞏

*Once you have a Work Site Agreement in place and your participant is a*

*match for the worksite, you will then need to develop the Work Plan with the*

*assistance of the employer. Please pay special attention to the Prevailing*

*Wage Policy when completing the Work Plan. If the employer would like*

*an official job description, Local Area staff can assist them. Dates on*

*the Work Plan should match the Assignment Dates on the Work Site*

*Agreement*

1. Does the assigned worksite(s) match their career goal? Yes 🞏 No 🞏

*Has the participant any assessments to assist with choosing a career pathway? Does the worksite match?*

1. Is the appropriate Activity Code added with correct start and end dates that match the Worksite Agreement and Work Plan? Yes 🞏 No 🞏

*Start and end dates should match the dates on the Worksite Agreement*

*Assignment Page and the Work Plan*

*Case Management of the WEX:*

1. If applicable, has the mid-point evaluation been completed and uploaded? Yes 🞏 No 🞏
2. If applicable, has the final evaluation been completed and uploaded? Yes 🞏 No 🞏
3. Are all the timesheets uploaded? Yes 🞏 No 🞏

Have they been signed by all parties (participant, supervisor and staff)? Yes 🞏 No 🞏

Were all signatures obtained on or after the last day of work for the timesheet period? Yes 🞏 No 🞏

Have you verified all the hours are correct? Yes 🞏 No 🞏

Did you verify that we did not pay for any holidays, etc.? Yes 🞏 No 🞏

1. Did you record the employer service(s)? Yes 🞏 No 🞏
2. Max hours for this job description

Hours completed to-date:

Total Program hours completed (to-date)

Total Program Hours remaining (to-date)

*\*\* Nothing should be uploaded unless it is complete, containing all required forms and all required signatures \*\**