



## **2019 Workforce Solutions State/Local Internship Program Application Criteria**

Workforce Solutions for North Central PA, Inc. was awarded funding from the PA Department of Labor and Industry to support the 2019 State/Local Internship Program (PA SLIP) in our six county region. This region has experienced a significant population loss over the past 18 years of 6% with projections of a loss of another 30,000 in the next ten years due to individuals aging out of the workforce. With a regional unemployment rate of 4.88% (December 2018) and this looming population crisis creating a threat of a labor force shortage, the SLIP internship program is a great strategy to assist in retaining our young people and making them aware of the career opportunities in their own backyard. The goal of SLIP is to expose our youth to the many opportunities in our region that will encourage them to stay or return after post-secondary education providing our employers with a workforce into the future.

**Eligible employers include for-profit and/or non-profit employers. Employers are responsible for the recruitment and hiring of interns upon application approval.** Eligible interns must be between the **ages of 16 and 24**. The internship must pay a minimum of **\$10.35 per hour**, be at least an **8-week experience for 37.5-40 hours per week**. Employers will be reimbursed the amount of wages paid to each approved intern (\$10.35 per hours X 37.5-40 hours X 8 weeks' maximum) and must agree to submit invoices on a monthly basis. **Employers should complete the attached application for each intern** and submit to **info@ncwdb.org**. Depending on the number of applications received a limit per employer may be determined.

Applications will be reviewed and upon approval employers must agree to the following conditions:

1. Internship must take place between Monday, May 6, 2019 -Friday, August 30, 2019.
2. Interns must work 37.5-40 hours per week, Monday through Friday. Prior to the start of program activity, employers must establish an intern pay schedule and coordinate with designated supervisory staff how timesheets will be accurately completed, submitted and processed so that interns are paid in a timely manner and only for actual hours worked.
3. Interns must be ages **16-24** and must be hired before the intern work experience period commences for the designated number of placements within each established SLIP worksite location.
4. Interns must be PA residents.
5. Hourly wage must be at least **\$10.35** per hour for the length of the internship– reimbursement will not exceed this hourly wage however employers are encouraged to pay more if possible.
6. Employers hiring interns under the age of 18, must ensure that the supervisor and anyone having on-going direct contact with any minors throughout the internship experience has the proper Child Protective Services Law (CPSL) clearances.
7. Prior to the start of the internship employers must share policies pertaining to short-term employment such as time and attendance policies, call-off policies, dress code policy, code of conduct, discipline/termination, pay schedule etc. with supervisory staff and interns. Employers must also determine how issues, concerns, or violations that arise will be addressed with each SLIP intern. These issues must be shared with the Workforce Development Board staff.

8. SLIP interns must complete at least one work readiness training session (soft skills training, resume building, interview skills, financial literacy, entrepreneurial skills, diversity training or prevention of workplace harassment training) – this can be done at the nearest PA CareerLink® Center or online utilizing Workforce Solutions' virtual classroom. Details will be worked out once an award is made with each employer.
9. Following conclusion of the program, employers must agree to provide Workforce Solutions access to each intern for the completion of a survey to gather required reporting information for Labor and Industry that includes: education level of the intern, feedback from each intern regarding what they valued about the experience, what their future plans are, etc.
10. Employers approved for intern reimbursement must complete a customer satisfaction survey that provides overall satisfaction with the program as well as suggestions for improvement and future interest in participating in a similar program.
11. Employer agrees the intern will participate in the Intern Photo/Essay Contest – details will be provided upon award.
12. Employer agree to submit a photo/s of the intern.
13. Employer agrees to encourage interns to participate in social media support of National Intern Day on July 25, 2019.
14. Based on anticipated demand quality of internship will be considered in final award. You will be contacted by Workforce Solutions upon approval of your application (and a date they will be notified by)

**Instructions for completing the attached application (every section must be completed - incomplete applications will not be reviewed and will be returned for completion):**

1. Section 1: Employer Information – self-explanatory. For type of employer please enter For Profit, Non-Profit, Private, etc.
2. For wage reimbursement amount – enter the hourly wage X hours per week X 8 weeks.
3. Section 2: Job Description – include job title, tasks to be completed, training to be provided/obtained, etc.
4. Section 3: Employer match is required – please select the option you will commit to.
5. Section 4: This section must be completed – the narrative will be utilized in making final award decisions.
6. Section 5: Signature – by signing the application you agree to the conditions listed on this page.
7. Upon approval, an agreement will be established between the applicant and Workforce Solutions that will outline the responsibilities of both parties as well as provide the reimbursement process and required documentation

Thank you in advance for your application. Workforce Solutions is committed to our role in ensuring that our regional employers have access to a skilled workforce and know that we are in this together!

If you have any questions, please do not hesitate to contact us at 814-245-1835. Applications are due by **4:00 pm on Monday March 4, 2019**. We look forward to receiving your application.

You will be contacted by Workforce Solutions upon approval of your application by Friday March 22, 2019.