



## **2020 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 2020 State/Local Internship Program (PA SLIP) in our six county region which includes the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. Our 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 6.82% (January 2020) 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 and must work **35 to 40** hours per week. The internship must be an 8-week experience. During that 8-week period, if you allow your intern to take one full week of unpaid vacation time you may extend the internship to nine weeks. PA SLIP Internship extended beyond that time frame will be paid by the employer. Employers will be reimbursed 65% of the amount of wages paid to each approved intern (i.e. \$10.35 per hour X 65% X 35-40 hours X 8 weeks maximum) and must submit invoices on a monthly basis. **Employers should complete the attached application for each intern** and submit to **scunningham@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 1, 2020 -Friday, August 28, 2020.
2. Interns must work 35-40 hours per week.
3. 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.
4. 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.
5. Interns must be PA residents.
6. Hourly wage must be at least **\$10.35** per hour for the length of the internship—Employers will be reimbursed for 65% of the wage for the 8 weeks.
7. 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.
8. 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.

9. SLIP interns must complete at least two work readiness training sessions (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.
10. 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.
11. 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.
12. Employer agrees the intern will participate in the Intern Photo/Essay Contest – details will be provided upon award.
13. Employer agrees to submit a photo/s of the intern.
14. Employer agrees to encourage interns to participate in social media support of National Intern Day on July 30, 2020.
15. Employer agrees to the 35% match requirement – see application.

**Instructions for completing the attached application. All applications will be scored utilizing the attached rubric therefore we encourage you to utilize this rubric when completing the application. The applications with the highest scores will receive funding priority.**

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 65% 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 (35%) is required.
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 March 20, 2020**. We look forward to receiving your application. You will be contacted by Workforce Solutions upon approval of your application by April 3, 2020.